

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

(555) 432-1000 - resumesample@example.com

## PROFESSIONAL PROFILE

Seasoned Payroll Administrator with over 25 years in diverse experience with oil and gas, healthcare and manufacturing industries. Demonstrated standard of excellence and attention to detail and diplomacy. Superior ability to multitask and prioritize workload. Served as Manager and Lead trainer for new payroll employees to ensure accuracy in processing payroll. Ability to work independently as a highly creative and intuitive problem solver. Personable, articulate, and poised professional with strong motivational skills in support of both upper management and support staff.

## QUALIFICATIONS

- ADP system certification
- Automated Payroll-API Systems
- People Soft Application
- Paychecks Payroll System
- Sage ABRA Suite System
- One Staff Program/DCPOS
- Windows XP: Word & Excel, & Access
- Oracle
- LR People
- DISA
- HRIS
- SAP
- JDE
- Multi-state payroll

## RELEVANT EXPERIENCE

- Successfully transitioned company from one payroll system to an updated or new payroll system within two weeks.
- Simplified payroll processing procedure to increase department productivity by 85%.
- Completed payroll audits with cost savings of \$200K in 401K
- Identified overpayments of \$100k in benefits and between \$500K to \$1Million in net pay of processing payroll semi-monthly.

## EXPERIENCE

### 04/2012 to 02/2016 Human Resources & Payroll Administrator

Seagull Scientific – Minneapolis, MN

- Payroll Duties
- EXPERIENCE with ADP ENTERPRISE and ADP Workforce Now
- Completed Monthly, Bi-Weekly, Semi-Monthly, and Weekly processing of multi-state payroll for 300 employees.
- Processed electronic child support orders thru ADP (i.e. IWO, Texas OAG, and Worker's Compensation etc.)
- Maintained garnishments (i.e. updates, vacations and terminations, and notifications to agencies)
- Special Projects included transactional processing for payroll including (i.e. Bonuses, Severance Pay, Payroll expense checks, Manual checks & Wire Requests to fund Exception Garnishment Payments or Payroll Corrections)
- Maintained high level of customer service including timely responses to escalated payroll and tax issues via Payroll Help desk if needed.
- Completed Quarterly tax filing and reconciliation of taxes, handling of garnishments and verification of employment.
- Generated and processed reports related to payroll, benefits enrollment and 401k Fidelity
- Completed Payroll & Vacation Reconciliations process of G/L at Month End Close
- Gathered all information related to all payroll audits, including worker's compensation for states, regulatory agencies, internal audits, and external audits.
- HR Duties
- Processed New Hires, Terminations, 10 Key, HR Benefits, I-9 Processing, In ADP processed payroll for 500 employees in the United States, Brazil, Canada, UK, Switzerland, and South Africa.
- Compiled an Audit report for Quality for a training module. Assisted in Audit for BOP, and ISO 9000 certification.
- Created a Training Module in Access Data Base for all training course that was either by third party or the company guidelines.
- Researched changes in I-9-standards.
- Audited on I-9 corrected issues, and worked in close collaboration with decision-makers from human resource management.
- Steadily increased responsibility, particularly with regard to Human Resources matters, often given various analytical projects or recommendations for programs in improve quality measures within the organization.
- Acted as a primary information resource, providing referrals, direction, information, and general assistance to department on HR issues.
- Entered data into HRIS - (ex), name of birth, address, JDE BU code hours worked, line manager etc.
- DISA- Background & Drug & Alcohol
- Payroll Forms - Direct Deposit, Benefits, Garnishments , Tax Levies, 401K
- Conducted induction for New Hires, and Benefits Completed all new hire paperwork and information pertaining to payroll and entered in data base.

### 06/2006 to 04/2012 Human Resources/ Payroll Manager

KEMTRON Technologies, Inc – City, STATE

- ADP- Processed multi-state payroll for
- over 500 employees in over 67 regional plants
- Processed Child Support Garnishments, New Hires, Department transfers; Promotions, Vacation, Terminations,
- Child Support, Tax Levy's, Benefits, W-2, W2'C and Codes exceptions pay including; jury duty requests, holiday differentials, issuing manual check ;vacation and sick leave policies and procedures to ensure Family Medical Leave Act.
- Compiled report for accounting and management purposes, or supervised clerical workers preparing reports .
- Researched changes in accounting standards and tax issues. worked in close collaboration with decision-makers from
- human resource specialists and vendors on behalf of clients Maintained and filed employee records.
- Steadily increased responsibility,
- particularly with regard to financial matters, often given various analytical projects or recommendations for programs to improve quality measures within the organization.
- Processed benefits through web
- applications: Blue Cross Blue Shield; United Health Care; Spectra,
- Boone-Chapman, Lincoln Financial and Leggett and Fidelity 401K- Enrollment, HR
- Benefits, and I-9 verification .
- Reviewed all employees' timesheets and
- consolidated discrepancies with daily reports to reconcile hours accumulated .
- Executed manual procedures for
- non-automated compensation processes and programs which includes in reviewed
- and updated the status of employment as needed to reconcile management records
- of employment status and responsible for confidential issues requiring
- exceptional communication skills to arbitrate employee issues.
- Procurement Assistant, worked with
- Inventory/Purchasing.
- Prepared documents, such as manufacturing
- orders and purchase requests to route materials.
- Coordinated and performed daily cycle counts.

### 10/1990 to 06/2006 Payroll/ HR Administrator

St. Luke's Episcopal Healthcare System – City, STATE

- Processed payroll for 1,200 employees in over 125 clinical areas of healthcare.
- Responsible for setting up new employees in One Staff; reviewed and updated the status of employment, executed shift transfers, department transfers, and terminations as needed to reconcile management records of employment status.
- Responsible for the analysis of payroll exceptions in the time collection system to appropriate management approval for edits in the system to ensure resolution of discrepancies.
- Reviewed all employees' time and consolidated discrepancies from daily reports with verification of time forms for additional hours accumulated.
- Assessed shift differentials for second, third shifts, weekend shifts and documented Call-Pay commissions.
- Processed manual adjustments for LVN scholarship recipients, flat rate overtime, overtime in ancillary departments, and special pay programs.
- Coded exceptions for payrolls including; jury duty requests, holiday differentials, vacation and sick leave.
- Executed manual procedures for non-automated compensation processes and programs.
- Appropriated proper policies and procedures to ensure compliance with Family Medical Leave Act Processed promotions, terminations, and educational advances.
- Maintained employee records.
- Filed pertinent information related to staff.
- Responsible for confidential issues requiring exceptional communication skills to arbitrate employee issues.

## EDUCATION

1983

**Business Administration**

Texas Southern University - Houston, TX

1986

**Accounting Course Work**

Houston Community College System - Houston, Texas

2006

**Certificate of Pay Force**

ADP National Account Services - Chicago , Illinois

2013

**Certification DER Worldwide**

DISA - Houston, TX

2015

**Certification of Paychecks Processing, Certification of ADP Workforce Now**

ADP National Account Services - Houston, TX

## SKILLS

10 Key, ABRA, accounting and management, ADP, API, Audit report, Benefits,I-9 Processing, W2,W2'C, 401K, communication skills, customer service, external audits, filing, Financial, Forms, HRIS, Human Resource management, internal audits, ISO 9000, JDE, Time Keeping System-Open Air, Access, Excel, Windows XP, Word, G/L Recon, Enterprise, Oracle, Payroll, People Soft, policies, processes, QA, Sage, SAP, Taxes.