

# JESSICA CLAIRE

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## Summary

I am seeking a position requiring extensive knowledge and experience in finance processes. I am a highly effective communicator with a full range of office skills, managerial abilities, problem solving and achievement of results. Seasoned Payroll Manager bringing 6+ years' experience in accounting and operations management. Proven history of achievement and innovation coupled with outstanding work ethic, commitment and loyalty. Strong track record of effective leadership, collaborative teamwork and articulate communication. Highly adept with key strengths in payroll administration functions, including discrepancy research, regulatory guidelines adherence, complex processing procedures and program management.

## Skills

- Computer Skills ( Problem Detection
- Microsoft Word, Report Preparation and Analysis
- Excel & PowerPoint) Payroll Preparation
- Training and technical ability Team Management
- Work Day
- Communication and people skills Kronos Workforce Payroll
- Analytical problem-solving skills Administering Payroll
- Dependable and hard-working Staff Training
- Production Payroll Processing Discrepancy Reconciliation
- Logical and Reasonable Pay Adjustments
- Payroll Software Proficiency Time Tracking and Review
- Vacation and Sick Leave Tracking Payroll Verification
- Scheduling and Coordination
- Attention to Detail
- Public Speaking
- Client Relationship Building
- Recruiting
- Logistics Management
- Organization and Prioritization
- Relationship Building
- Microsoft Office
- Critical Thinking
- Decision-Making

## Experience

### Director of Performing Arts, 04/2017 to Current

Apartmentlist – Cleveland, OH

- Identified and recruited potential volunteer workers & 1099 contractors
- Prepared, coordinated and distributed information about weekly/ monthly/ & yearly schedule of activities and classes
- Trained and supervised education instructional staff
- Hired, mentored and supervised instructors and volunteer staff to carry out program goals
- Hired, trained & managed musical personnel
- Also consulted on the hiring of media professionals
- Delegated responsibility and supervised all music related events
- Consulted Senior pastor & Board of Directors on vision for music ministry short-term/Long-term
- Works closely with executive pastor on many community outreach initiatives
- Resolve conflicts & issues as necessary
- Scheduled musicians for all performances.
- Prepared music budget each year and presented to leadership.

### PAYROLL MANAGER, 10/2014 to 04/2020

Bd (Becton, Dickinson And Company) – City, STATE

- Produced and filed payroll reports every week.
- Managed payroll for temporary, hourly and salaried employees.
- Processed monthly accruals
- Delegated responsibilities and supervised business operations
- Hired, trained, motivated and coached employees as they provided attentive, efficient service to customers
- Liaison between True Blue and client COTY
- Resolved conflicts or complaints from customers and employees
- Monitored warehouse activity and ensured it was properly staffed
- Analyzed information and developed more effective processes and strategies to maximize production Generated daily/ monthly reports and presented information to True Blue upper-level management along with client's leadership.
- Generated relevant paperwork and payroll reports.
- Processed employee rehires, transfers, terminations and withholdings.
- Calculated overtime, vacation sick hours and other categories of time.
- Responded to requests for information as company expert on payroll operations.
- Enforced payroll-related policies, procedures and regulations to adhere to changing company and governmental standards.
- Worked with HR staff to accurately track and update paid time off.
- Implemented payroll reconciliation tools to improve report accuracy.
- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Prepared internal and regulatory financial reports, balance sheets and income statements.
- Maintained regular performance appraisals for subordinates through verbal, written and on-going review programs.
- Managed payroll for employees at 2 different locations.

### OPERATIONS SUPERVISOR, 06/2005 to 12/2008

UPS – City, State

- Lead and delegate authority & responsibility to a part-time managerial team of 5
- Supervised a non-management staff of a minimum of 50 employees
- Partnered with other full-time management to oversee the process of, on average 50,000 packages daily.
- Trained, mentored and motivated employees to maximize team productivity.
- Engaged employees to create safe, energetic work environment through feedback and recognition.
- Oversaw implementation of procedures, goals and objectives within operations.
- Built strong operational teams to meet process and production demands.
- Evaluated and reported on department metrics to upper management.

## Education and Training

### HIGH SCHOOL DIPLOMA: 06/2001

SAINT FRANCES ACADEMY - Baltimore, MD

College Prep Studies