



## CATE DUNN

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Raleigh, NC 27612

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(704) 754-7848

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### WORK EXPERIENCE

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#### **Payroll Specialist**

**ProVantage Corporate Solutions** - Raleigh, NC

February 2019 to January 2020

- Perform all payroll tasks and meet daily deadlines
- Process payroll for up to 700 employees biweekly
- Ensure all payroll transactions are processed accurately and timely
- Reconcile payroll prior to transmission and validate confirmed reports
- Understand proper taxation of employer paid benefits
- Process all garnishment and child support calculations and ensure compliance
- Execute time and attendance processing and interface with payroll
- Process manual payroll checks as needed
- Enter, audit and fund all weekly expenses
- Assist Human Resource and Accounting Department
- Trained in ADP payroll software

#### **Human Resources Coordinator**

**ProVantage Corporate Solutions** - Raleigh, NC

March 2018 to February 2019

- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers or promotions.
- Assist with all Human Resources functions during on-boarding process.
- Assist payroll department on a bi-weekly basis for multi-state employees.
- Record data for employees including information such as addresses, weekly earnings, absences, supervisory reports on performance, and dates and reasons for terminations.
- Attend unemployment hearings, process child support, unemployment and wage verifications.
- Interpret and explain Human Resources policies, procedures, laws, standards or regulations.
- Address employee relations issues, work complaints or other employee concerns.
- Process all documentation for new hires and terminations.
- Trained in ADP Workforce Now and E-Verify

#### **Administrative Specialist**

**Eye Care Center** - Raleigh, NC

September 2016 to March 2018

- Greeted patients and scheduled appointments
- Responsible for answering and operating multiple phone lines
- Handled tasks of organizing and maintaining medical forms and office paperwork required for the front desk
- Handled money, deposits, and financial records for the office
- Responsible for checking and verifying accuracy of medical records and insurance information of patients
- Handled tasks of preparing and maintaining patient's medical charts
- Performed essential clerical tasks like faxing, e-mail, and data entry

### **Childcare Provider/Tutoring**

Chapel Hill, NC

September 2015 to May 2016

- Responsible for two children, ages 11 and 13, Monday through Friday afternoons
- Picked up from school and transported to extracurricular activities or home • Prepared snacks and meals
- Engaged in one on one tutoring and assisted with homework

### **Assistant Pharmacy Technician & Cashier**

MedExpress Pharmacy - Salisbury, NC

June 2011 to June 2013

- Managed the front counter and cash register, checked out customers
- Clerical responsibilities such as filing paperwork, answering phones, entering computer data
- Worked in shipping, packaging medications for distribution

### **Dance Instructor**

Piedmont School of Music and Dance - Kannapolis, NC

September 2011 to March 2012

- Taught weekly dance classes to children ages 5-8
- Assisted with weekly dance classes for children ages 8-11
- Choreographed and prepared class for a recital
- Communicated with parents about children's progress

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## **EDUCATION**

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### **Coding Bootcamp in Web Development**

University of North Carolina at Chapel Hill - Raleigh, NC

February 2020 to Present

### **Human Resources Essentials Certificate**

Cornell University

September 2017 to January 2018

### **Bachelor of Arts in Psychology**

University of North Carolina at Chapel Hill - Chapel Hill, NC

2016

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## SKILLS

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- HTML5
- CSS
- Bootstrap
- Materialize
- JavaScript
- JQuery
- Node.js
- GitHub
- Git
- Web Development
- APIs
- User Interface (UI)
- Microsoft Office
- Psychological Research
- ADP
- Benefits Administration
- Payroll
- Human Resources

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## LINKS

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<https://catedunn.github.io/>

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## ADDITIONAL INFORMATION

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Personal Skills:

Strong communication and writing skills, ability to work collaboratively in groups and problem solving, able to work independently, self-sufficient