

Mallorie F. Pinto

(626) 664-5069 * malloriepinto89@gmail.com

EXPERIENCE

Eastridge Workforce Solutions, Payroll Specialist, San Diego, CA

March 2017//March 2017 - Present

- Responsible for processing payroll for 2,000+ workers (multi-state) on weekly basis
- Audit weekly pay to ensure timely and correct pay and bill
- Support client and worker concerns regarding pay, deductions and navigating through the timekeeping system
- Building weekly billing reports and audits (Excel)
- Responsible for staying compliant per state and local laws
- Audit billing for clients and process time card corrections needed

AMN Healthcare, Time Processing, San Diego, CA

Time Processing Specialist // June 2014- March 2017

- Interpreting and inputting timecard information into multiple systems for pay and billing
- Acquire a full understanding of time processing rules for timely billing and pay
- Make appropriate adjustments and corrections for pay when needed
- Respond and inquire with internal and external customers in order to prevent pay issues
- Act as a liaison between vendors and facilities to resolve timecard discrepancies
- Monitor receipts of timecards and have understanding of each facilities specific requirements to ensure correct pay and billing

JPMorgan Chase Bank, Auto Finance, San Diego, CA

Leasing Documentation Analyst // October 2013- June 2014 and *Documentation Analyst* // September 2012-October 2013

- Analyzing Documentation required to fund an Auto Loan for leased and purchased vehicle
- Assisting dealerships on the phone with concerns and questions about leases or purchase
- Correcting any errors that occur throughout process
- Responsible to be up to date and aware if any new legal changes that apply to funding
- Responsible to implementing rules set by legal or the state or each auto loan
- Required to multi-task and memorize multiple procedures
- Responsible to implementing rules set by legal or the state or each auto loan

EDUCATION - California State University San Marcos // San Marcos, CA//December 2011

- Bachelor of Arts, Human Development, Counseling

ADDITIONAL INFO

Computer Skills: Excel, Power Point, Word, Data Entry (ACAPS), Customer Service, Phone Skills, 10- key

