

# Joseph Iannazzi

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## Summary

Seeking a Payroll role with 10+ years of experience in administrative and financial operations. Expertise in payroll processing, knowledge of payroll software, and understanding of tax regulations, demonstrated through roles as an Office Administrator where payroll duties were a key responsibility. Strong analytical and organizational skills, ensuring compliance and efficiency in payroll and HR functions.

## Work Experience

### Enterline Law

*Payroll Administrator* | Tulsa, OK/Remote | Apr 2020 - Sep 2024

- Coordinated appointments and managed schedules, contributing to streamlined office operations and improved time management.
- Implemented a new filing system that enhanced document retrieval efficiency, facilitating a more organized office environment.
- Utilized legal management software to optimize document processing and scheduling, reducing administrative workload and improving communication.
- Assisted in payroll processing and maintained employee records, ensuring compliance with legal and organizational standards.
- Proficient in ADP and QuickBooks for payroll processing, enhancing accuracy and efficiency.

### FedEx Ground

*Delivery Operations Manager* | Broken Arrow, OK | Oct 2019 - Aug 2024

- Optimized delivery routes, resulting in reduced delivery times and improved customer satisfaction.
- Trained and mentored new drivers, enhancing their skills and knowledge to increase operational effectiveness.
- Coordinated scheduling and customer communications, supporting efficient delivery operations.

### Ruth Shaw

*Payroll Administrator* | Bixby, OK/Remote | May 2020 - Apr 2023

- Managed client communications, including emails and scheduling, to ensure timely responses and efficient organization.
- Coordinated and accompanied clients to appointments, facilitating access to necessary services and improving client satisfaction.
- Assisted in developing personalized care plans, contributing to enhanced service delivery.
- Supported payroll processing and employee onboarding, enhancing HR operations.
- Collaborated with HR to streamline onboarding processes, reducing new hire processing time by 28%.
- Reduced payroll processing time by 20% through system optimization.

### Ricalday

*Payroll Administrator* | Tulsa, OK/Remote | Jan 2018 - Nov 2022

- Developed and implemented standardized office procedures, reducing administrative errors and enhancing operational efficiency.
- Managed financial operations, including transaction management, statement reconciliation, and payroll processing, effectively streamlining processes and minimizing errors.
- Collaborated with cross-functional teams to enhance project management and improve office coordination.
- Conducted employee training sessions to improve compliance and operational standards.
- Proficient in Sage and BambooHR for payroll and HR management, ensuring compliance and accuracy.

### Oklahoma Custom Courier

*Payroll Assistant* | Broken Arrow, OK/Remote | Jan 2016 - Oct 2019

- Assisted in payroll processing for over 150 employees, ensuring timely and accurate payments.
- Implemented time management strategies to enhance payroll efficiency and reduce processing time by 15%.
- Collaborated with HR to resolve payroll discrepancies and improve employee satisfaction.
- Utilized payroll software to streamline operations and maintain compliance with tax regulations.
- Successfully resolved payroll-related issues, maintaining a high level of employee satisfaction.

### Alpine Roofing

*Payroll Administrator* | Tulsa, OK/Remote | Jun 2013 - Dec 2017

- Led a team of administrative staff, enhancing performance through effective training and guidance.
- Implemented a new payroll system that improved efficiency and reduced processing time.
- Developed and maintained vendor relationships, managing financial records to ensure accuracy.
- Supported HR functions by assisting in recruitment and employee onboarding processes.
- Reduced payroll processing time by 15% through the implementation of automated systems.
- Led payroll projects to streamline processes, resulting in a 25% increase in efficiency and accuracy.

## Education

### **Northeastern State University**

Bachelor of Business Administration

### **Tulsa Community College**

Associates Degree, Business Administration

## Certifications

**Microsoft Office** | Tulsa Technology Center Riverside Campus

**Diploma in Understanding Medical Terminologies** | Alison

**Diploma in Project Management** | Alison

**Best Practices for Remote Work** | Alison

**Project Management** | Saylor Academy

**Small Business Management** | Saylor Academy

**Management Leadership** | Saylor Academy

**Cisco CCNA** | Tulsa Technology Center Riverside Campus

**A+** | Tulsa Technology Center Riverside Campus

## Skills

Payroll Processing, Knowledge of Payroll Software, Understanding of Tax Regulations, Confidentiality, Analytical Skills, Organizational Skills, Time Management, Proficiency in Microsoft Office Suite, Customer Service, Communication, Problem-Solving, Attention to Detail, Scheduling, Email Management, Teamwork, Administrative Support, Calendar Management, Office Coordination, Data Entry, Multitasking, Basic Accounting, Adaptability, Basic Math Skills, Administrative Duties, Independence, Multi-Tasking, Communication Skills, Proficiency in Payroll Software, Data Analysis, QuickBooks, ADP, Sage, Bamboo HR