

Implementation Manager Implementation Manager Payroll Manager and Payroll Systems Administrator - Widewaters Work Experience Implementation Manager HR One Consulting - Auburn, NY September 2018 to Present -Implements all new client setups -organizes client starts, client expectations, and client needs -Maintains relationships with clients throughout implementation -Leads charge on all new clients, disperse work as needed, and ensures timely setups Payroll Manager and Payroll Systems Administrator Widewaters - New York, NY May 2017 to Present Process multi state payrolls, weekly and bi weekly payrolls, custom reports, etc. Manage 401k Compliance Reporting for ACA Develop written standard operating procedures for all aspects of system Train new managers and employees on system Educate the HR/Payroll team on annual activities Manage and communicate on system upgrades and changes Implementation Specialist III ADP - Alpharetta, GA September 2015 to April 2017 Implement ADP's solutions to clients, following ADP guidelines, and in accordance to client's expectations Ensure client satisfaction and retention through timely solution delivery within client defined timeliness Remain engaged with client throughout implementation until client is successfully running ADP solutions Exchange information with members of client project team, including priorities, timeliness, and issues as they arise Client Support Specialist ADP - New York, NY July 2012 to September 2015 Research client issues and provide solutions in a timely manner Mentors new employees on system and day to day activities Educates clients on ADP products and payroll solutions Education Bachelor of Arts in Communication Studies State University of New York at Oswego - New York, NY May 2012 Associate in Arts in Humanities and Social Sciences Onondaga Community College - New York, NY December 2010

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