

HR/PAYROLL SPECIALIST

Professional Profile

Flexible Payroll Manager who adapts seamlessly to consistently evolving accounting processes and technologies. Demonstrates a standard of high performance, diplomacy, and attention to detail with a specific ability to multitask while balancing priorities.

Qualifications

- Accounts receivable
- Garnishment and withholdings
- Enterprise software
- Leave management
- Weekly payroll
- Wellness benefits
- Worker's Compensation
- Unemployment insurance

Skills

- Microsoft Office including Excel, PowerPoint, Word, and Outlook
- Data entry: 10-key at 10,000 kph, transcription at 97 wpm
- Client management, vendor management, document management

Experience

04/2014 to Current

HR/Payroll Specialist Strategic Building Solutions - Morehead City , NC

- Process weekly multi-state payroll using Tempworks software for up to 400 temporary employees at 25 job sites
- Manage client's worker's compensation processing and payment, garnishments and withholdings, and unemployment insurance claims
- Craft client-facing reports regarding earnings, site hours, and payroll taxes
- Coordinate and provide internal support for employees' wellness benefits
- Provide external client support for any payroll and billing issues including weekly A/R calling and invoice follow-up
- Support hiring by verifying employment, establishing HR resources for new hires, and guiding benefits elections

10/2013 to 01/2014

Tutor Oxbow Academy - Provo , UT

- Mentored and taught students ages 5 to 18 in reading, comprehension, and writing with weekly parent meetings to discuss progress and next steps

06/2011 to 09/2013

Clinician/Office Assistant Dent Wizard International - Melbourne , FL

- Worked with primary and secondary students in reading, comprehension, and mathematics
- Created employee schedules and outgoing invoices

04/2009 to 03/2011

Payroll Clerk TEC Staffing - City , STATE

- Collected and corrected time tickets from employees/clients to enter payroll for a 13-branch staffing agency
- Managed data for employee garnishments and check advances and provided regular reporting
- Supported clients and employees for first-line troubleshooting of issues

10/2005 to 04/2009

Customer Service and Department Manager Hobby Lobby - City , STATE

- Provided customer support for returns and assisted management with special projects

Education

Early Childhood Education University of Arkansas - City , State August 2005 to January 2010