

# JANE PROFESSIONAL

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## SUMMARY

A payroll specialist with three years in human resource operations with advanced proficiency of Google Sheet and Microsoft Excel. I have a proven track record of adherence to deadlines and quick turnarounds in payroll deliverables and would provide your company with a leg up in your people operations.

## EXPERIENCE

### PAYROLL MANAGER, ACME INC.

June 2021 -Present

- Evaluated the adoption of a data visualization software, Flourish, in Q4 resulting in a 30% faster payroll processing by eliminating redundancies in the processes.
- Coordinated with the recruitment team to draft a training handbook with compensation guidelines for new increasing the biannual satisfaction survey by 20%.
- Evaluated and selected relevant local payroll solutions to comply with local regulations.

### PAYROLL SPECIALIST, ABC ASSOCIATES

February 2019 – March 2021

- Streamlined payroll procedures ensuring the number of payments processed outside the normal payroll period is less than 10%.
- Improving the correspondence with the accounting team, ensuring the time to respond to payroll enquires in kept under 24 hours.

## SKILLS

### Netsuite

- Formatting of payroll file upload to Netsuite.

### Google Suite

- Advanced proficiency in Google Sheets for data analysis, collaboration and asynchronous communication with Google Docs.

## EDUCATION

### Bachelor of Arts, MSOMO UNIVERSITY

September 2014 - March 2018