

HUMAN RESOURCES GENERALIST

Summary Dedicated HR Professional with 6 years of experience in payroll administration, benefits coordination, and regulatory compliance. Proven track record of managing high-volume employee data and ensuring accuracy in financial reporting for compensation. Highly proficient in ADP Workforce Now, SAP, and Microsoft Excel.

Skills

- **Payroll & Benefits:** Payroll Processing, Benefits Administration, 401(k) Reconciliation, Compensation Analysis
- **Compliance:** FLSA, FMLA, EEOC Reporting, Internal Audits, Labor Laws
- **Software:** ADP, Paychex, SAP, QuickBooks (Payroll Module), Microsoft Office Suite

Experience

HR Manager February 2018 to Present | Summit Retail Group – Chicago, IL

- Process bi-weekly payroll for 250+ employees using **ADP**, ensuring 100% accuracy in wage calculations, tax withholdings, and overtime payments.
- Reconcile monthly benefits invoices against the general ledger to ensure correct employee deductions and carrier payments.
- Manage the annual open enrollment process and serve as the primary point of contact for 401(k) and health insurance providers.
- Collaborate with the Finance department to prepare monthly compensation reports and assist with year-end tax filings (W-2s).
- Conducted internal audits of employee files to ensure compliance with federal and state labor regulations.

Payroll Administrator June 2015 to January 2018 | Logistics Plus – Detroit, MI

- Maintained accurate records of employee attendance, leave of absence, and PTO accruals.
- Assisted the Controller with quarterly payroll tax reconciliations and workers' compensation audits.
- Resolved payroll discrepancies by researching errors in timekeeping data and issuing manual checks when necessary.
- Managed vendor relationships for background checks and drug screening services.

Education

Bachelor of Arts: Human Resource Management *May 2015 | Michigan State University – East Lansing, MI*