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EXPERTISE SKILLS

- Payroll Strategy
- Oracle HCM Cloud
- Team Management
- Data Analysis
- Compliance
- Process Improvement

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Business Administration, Harvard University, 2017

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

PAYROLL MANAGER

Strategic Payroll Specialist with a proven history of optimizing payroll functions for organizations of varying sizes. Expertise in developing and implementing payroll strategies that align with organizational goals while ensuring compliance with all applicable regulations. Demonstrates strong leadership capabilities, having managed teams to deliver payroll services that enhance operational efficiency. Possesses advanced skills in payroll software and data analysis, enabling the identification of trends and actionable insights.

PROFESSIONAL EXPERIENCE

Global Financial Services

Mar 2018 - Present

Payroll Manager

- Directed payroll operations for over 5,000 employees using Oracle HCM Cloud.
- Implemented payroll policy changes that improved compliance by 20%.
- Led a team of 10 payroll professionals to achieve operational excellence.
- Conducted training sessions on payroll regulations and best practices.
- Collaborated with finance to streamline payroll budgeting processes.
- Developed and maintained payroll dashboards for real-time data access.

Innovative Tech Corp

Dec 2015 - Jan 2018

Payroll Analyst

- Processed payroll for 2,500 employees, ensuring timely and accurate payments.
- Assisted in the transition to a new payroll software system.
- Analyzed payroll data to identify discrepancies and recommend solutions.
- Maintained compliance with federal and state payroll regulations.
- Collaborated with HR to address employee payroll inquiries.
- Supported annual audits by preparing payroll documentation and reports.

ACHIEVEMENTS

- Enhanced payroll accuracy to 99.8% through strategic process improvements.
- Received the Excellence in Leadership Award for outstanding team management.
- Successfully executed a project that improved payroll cycle time by 25%.