



(555) 234-5678

michael.anderson@email.com

San Francisco, CA

www.michaelanderson.com

SKILLS

- Payroll Processing
- Kronos
- Compliance
- Data Analysis
- Employee Relations
- Process Improvement

EDUCATION

BACHELOR OF SCIENCE IN HUMAN RESOURCES MANAGEMENT, UNIVERSITY OF MICHIGAN, 2016

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased payroll processing efficiency by 20% through system enhancements.
- Recognized for outstanding contributions to payroll accuracy and efficiency.
- Successfully assisted in a project that improved payroll reporting timelines.

Michael Anderson

PAYROLL PROCESSING ASSOCIATE

Results-oriented Payroll Specialist with a solid foundation in payroll processing and employee compensation management. Expertise includes the administration of payroll systems and ensuring compliance with applicable laws and regulations. Proficient in utilizing payroll software to enhance operational efficiency and improve service delivery. Demonstrates a strong commitment to accuracy and detail, ensuring timely payroll for all employees.

EXPERIENCE

PAYROLL PROCESSING ASSOCIATE

Manufacturing Solutions Ltd.

2016 - Present

- Processed payroll for a workforce of 1,000 employees using Kronos.
- Ensured compliance with labor laws and tax regulations.
- Managed payroll inquiries and resolved discrepancies efficiently.
- Maintained accurate payroll documentation for audits.
- Supported the implementation of a new payroll reporting system.
- Analyzed payroll trends to identify areas for process improvement.

PAYROLL CLERK

Service Industries Inc.

2014 - 2016

- Assisted in the payroll processing for 600 employees bi-weekly.
- Maintained accurate employee payroll records and documentation.
- Supported management in payroll audits and reporting.
- Responded to employee queries regarding payroll issues.
- Helped implement timekeeping software to streamline processes.
- Conducted payroll reconciliations to ensure accuracy.