

MARY E. APPLICANT, CPP

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SUMMARY

- Eleven years of payroll experience, including four years of benefits
- Able to learn quickly, a team player, hardworking, conscientious, honest
- Experienced with Kronos Workforce Timekeeper and HRMS, ADP Enterprise, Ceridian Source 500, Microsoft Word, Excel, Access, and Lotus SmartSuite

PROFESSIONAL EXPERIENCE

Regional Retail Shops

June 2009-Present

Director of Payroll

- Responsible for payroll on a bi-weekly basis and weekly processing of 2,000 hourly associates' payroll using Kronos Timekeeper system and Kronos HRMS system
- Payroll consists of grocery stores, two warehouses, and corporate personnel
- Responsible for accurate and timely payment of benefits, including labor unions
- Significantly reduced errors in processing payroll and reduced interest penalties

National Law Firm

April 1998-June 2009

Payroll Manager March 2002-June 2009
Payroll Associate April 1998-March 2002

- Responsible for payroll on a semi-monthly basis and manage and transmit payroll for hourly employees from several locations using ADP Enterprise V4
- Successfully implemented ADP Timesaver system
- Significantly reduced errors in processing salary payroll and reduced tax penalties

EDUCATION AND CERTIFICATIONS

State University

August 1989-May 1993

BSBA in Accounting

Graduated Cum Laude, Dean's List, Department Honor Student, Distinguished Student, GPA 3.5, Recipient of Education Foundation Scholarship

CIVIC DUTIES

- Member of the American Payroll Association
- Local SPCA volunteer, Volunteer of the Year 2003
- Board President, State University College of Accounting Alumni Board