

Katie Doe

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Experience

COMPANY Atlanta, Georgia 2013 - 2014
Payroll Coordinator

- Processed semi-monthly, multi-state payroll for 250+ employees and freelancers using ADP.
- Constructed leave pay schedules, processed payroll garnishments, and worked closely with the Human Resources team to pay out bonuses, severances, service awards and special payments.
- Audited and submitted HSA, FSA, and 401k contributions semi-monthly.
- Monitored delinquent timesheets and sent weekly communications to department heads. Also, trained all new employees and freelancers on timesheet completion.
- Compiled and reconciled billing for client monthly for media and production.

LUXURY CAR COMPANY Atlanta, Georgia 2011 - 2013
Human Resources Coordinator

- Compiled and distributed month ending reports including time off accruals, international employee reporting for 500+ employees, labor distribution, and organizational charts through our HRIS system.
- Acted as primary back up for the payroll analyst position.
- Processed employee data changes through Paycom and reviewed all changes and adjustments before payroll was transmitted. Acted as main contact for employment and wage verifications.
- Recorded and tracked all employee vacation, sick and leave days including follow up communication with employees and managers.
- Completed all payroll registers for Canadian employees from ADP reports and distributed checks bi-weekly.
- Owned the departments purchase requisition and budget through SAP. Coded, audited and submitted all department invoices.
- Collected and examined new hire paperwork for interns and employees. Completed offer letters and Personnel Action Notices. Upon employee hire performed the I-9 verification, E-Verify submission, background checks, IT requests, and access badges.
- Revised a variety of HR forms including the PAN, direct deposit, health club reimbursement and employee application.
- Solely responsible for planning employee events and weekly social gatherings.

ORGANIZATION, LLC. Greer, South Carolina 2008 – 2011
Human Resources 2009 – 2011

- Processed full-cycle multi-state payroll from start to finish for 85+ employees through payroll system. Tracked employee time off and ran monthly reports for executives. Filed and maintained all employee files and completed payroll registers bi-weekly for the CFO.
- Coordinated Open Enrollment for 85 employees in 4 locations including a complete transfer of the medical benefit provider. Involved in the brokering process each year in preparation for Open Enrollment.
- Administered benefits for all eligible employees including entry into benefit vendor sites and auditing all vendor invoices on a monthly basis. Submitted all 401k contributions bi-weekly into vendor site and completed year end reconciling reports. Solely handled employee inquiries, changes and claim issues with all benefit vendors. Acted as first contact for workers compensation claims and completed and filed claim reports with vendor.
- Completed on-boarding for all new employees including paperwork processing and explanation of benefits.
- Participated in a workforce reduction for 5 employees. Explained separation agreements and severance packages and fielded questions.

Executive Assistant 2008 – 2009

- Performed day-to-day office duties including booking travel, meeting planning, contacting office vendors, and answering phone calls for company executives.
- Managed and invoiced two special customer stock inventory contracts.
- Expense report processing for 15 employees including matching receipts to credit card statements monthly.

MEDIA, INC. Greenville, South Carolina

2008

Customer Service Representative

- Performed all office duties including answering customer phone calls in a call center atmosphere.
- Closely monitored customer orders through the production process to guarantee satisfaction. Teamed with graphic designers and production employees to ensure the customer product was up to their expectations.

Education

Ohio University Ohio

2000 - 2005

- Bachelor of Science

Computer Skills

Microsoft Office, Outlook, Lotus Notes, Access, SAP, ADP, Paycom, CBIZ, Advantage, Media Ocean and CICS