

# Name

Street Address  
City, State Zip

(555) 555 - 5555 ♦ name@name.com

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## Summary of Qualifications

Energetic and adaptable Office Manager with a 15+ years experience and a strong background coordinating payroll, insurance, benefits, training & development, and other human resources functions. Goal-oriented professional who eagerly tackles challenging projects and willingly completes assignments above and beyond the required duties of the position. Highly organized self-starter able to plan, prioritize, and complete multiple tasks with meticulous attention to detail and accuracy. Skilled in administration of FMLA, CFRA, disability, workers compensation, and other programs; computer proficient using ADP Pay Expert, EZ Labor, UNIX, TOADS, EMACS, MS Office, Windows XP, and Blackboard.

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## Professional Experience

GROUP – City, State

2007 – 2008

### **Payroll Coordinator**

- Oversaw smooth payroll management and transition during company acquisition.
- Developed, implemented, modified, and ensured proper application of policies and procedures.
- Verified I-9 documentation; managed FMLA (Family Medical Leave Act), FLSA (Fair Labor Standards Act), ADA (Americans with Disability Act), & LOA (leave of absence) tasks and issues.
- Processed employee verifications and garnishments; maintained confidential personnel files.
- Coordinated workers compensation, health / wellness, pension / 401K, and flexible benefit plans.
- Analyzed payroll reports for accuracy; utilized ADP Pay Expert and EZ Labor.

### **Accomplishments**

- ▶ Developed and implemented process to help eligible employees maximize 401k contributions in regular and bonus pay.
- ▶ Corrected filings for New York employees; corrected deductions and filings for Ohio employees (Ohio has city taxes with reciprocal agreements depending on the “worked in” or “lived in” site of deduction).
- ▶ Established pay and tax deductions for Michigan and City of Detroit staff.
- ▶ Balanced & corrected flexible benefit contributions according to information provided by the administrator.

COMPANY – City, State

2007

### **Payroll Specialist**

- Processed all payroll, human resources, and benefit paperwork for 75 clients and 1300 employees; functioned as first point of contact regarding human resources problems and policies.
- Trained and assisted clients in the development of proper personnel, FLSA, and payroll policies, completion of employee I-9 paperwork, and management of J-1 and H-1 visas.
- Reviewed and corrected erroneous submissions; resolved client payroll and personnel issues.
- Ensured compliance with Sarbanes-Oxley regulations.
- Tracked employee vacation, personal, sick, and other leave time; verified attendance, hours worked, and pay adjustments, and posted information in designated records.
- Compiled employee time, production, and payroll data to compute wages and deductions; processed and issued employee paychecks and statements of earnings and deductions.
- Coordinated workers compensation, health / wellness, pension / 401K, and flexible benefit plans.

### **Accomplishment**

- ▶ Developed positive and productive relationships with clients while correcting and revamping policies and procedures to ensure compliance with state and federal statutes.

**Professional Experience – Continued**

HEALTH AFFAIRS, UNIVERSITY– City, State

1990 – 2005

**Division Administrator**

- Managed and administered division payroll for 4 departments and 300+ employees; performed human resources duties; oversaw division remodeling projects.
- Administered FMLA, CFRA, disability, and workers compensation.
- Provided assistance with development and administration of budgets; audited and ensured budgets adhered to university standards.
- Trained, developed, and supervised front office personnel.
- Resolved employee relations issues; performed preventative coaching and made recommendations for disciplinary action as needed.
- Represented the Senior Business Officer in his absence.

**Accomplishments**

- ▶ Rectified possible California Labor Law compliance issue by recommending and instituting a change in procedure regarding payment to faculty for services rendered.
  - ▶ Wrote policies for the employment of physicians in post-graduate education, including a 30-page narrative, that were accepted by the Accreditation Council for Graduate Medical Education.
  - ▶ Selected to participate on committee to develop online staff timekeeping system after success in developing and implementing faculty database.
  - ▶ Ensured successful laboratory operations for tenure-track professor's final research project during upheaval of building remodel.
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**Education / Affiliation**

UNIVERSITY – City, State

**MBA in Business Administration / Management**

COLLEGE – City, State

**BA in History****Member** – Society for Human Research Management