

Name

Street Address, City, State 00000, (555) 555-5555, name@mindspring.com

SUMMARY

Management and payroll/human resources specialist adaptable to multiple fields. Experience in employee relations issues, preventive coaching and recommendations for disciplinary actions. Experienced administrator for FMLA and CFRA.

EXPERIENCE

Payroll Coordinator

Company

December 2007 – August 2008

City, State

Provide high level of payroll management through acquisition by another company using ADP Pay Expert and EZ Labor.

Advise on and insure proper application of policies

Calculate 401K matches report to accounting manager

Develop and present new policies as needed

Verify I-9 documentation and maintain files

Handle all employee verifications and garnishments

Payroll Specialist

Company

February 2007 – September 2007

City, State

Process all payroll, human resources and benefit paperwork for 75 clients and 1300 employees.

Resolve payroll and personnel issues for clients.

First contact for clients and employees on human resources problems and policies

Train clients on procedures and Administaff policies.

Advise and assist clients in development proper personnel and FLSA policies

Division Administrator,

Company

1990-2005

City, State

Manage and administer division payroll for 4 departments and 300+ employees. Provide human resources for the division.

Manage remodeling projects for the division.

Audited and oversaw department budgets for adherence to University standards.

Support the Senior Officer with the development and administration of budgets. Represent the Senior Business Officer in his absence.

Responsible for training and supervision of front office personnel.

EDUCATION

M.B.A. University – Online, City, State

B.A., History, College, City, State

MEMBERSHIPS

Society for Human Research Management