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| AJM **Summary**Resourceful payroll specialist with 13+ years in several aspects of payroll processing. Functions perfectly in fast-paced environments with zero sacrifice on accuracy while processing high-volume, multistate payrolls. Detail-oriented and committed to compliance and efficiency. Adaptive to new technologies and proficient in ADP, Peoplesoft, and QuickBooks.**Skills** hARD SKILLS Microsoft Office|Customer Service|Excel  |Sales|Receptionist|  |Retail|Sales|Powerpoint|  Management||Data Entry  Payroll administration|  New hire processing|  Timesheet review| Soft skills Written communication|  Verbal communication|  Detail-oriented |  Analytical skills|  Time management |  Collaboration skills|  Critical thinking|  Organization| | |  | | --- | | **Alina Jane Moorhead**Payroll Specialist | ResumeGiants Team |  **Experience**Payroll Manager – Mark Solutions Inc. | Austin, TX — 2019-Current  * Created an $11 million semimonthly payroll for 1350 distributed employees, ensuring transmission, accurate data entry, and effective distribution * Supervised and instructed a team of four payroll specialists to meet the company’s customer satisfaction goal * Assessed reports for omissions and discrepancies and recommended additional audit processes, producing a 5% annual decline in payroll errors  senior Payroll Administrator — William & Jane | Austin, TX – 2016 – 2019  * Managed and instructed a team consisting of four payroll specialists on processing a multistate payroll for 780 employees and independent contractors * Increased employee satisfaction concerning payroll from 70% to 95% by implementing new communication methods to address concerns and questions quickly. * Collaborated with the human resources team to create a joint onboarding program for local and distributed contractors and employees.  **EDUCATION** **B.S. Human Resources Management, Accounting – 1998**  Texas A&M University |Mabank, TX **Bachelor of Arts in Business Administration – 2009** SHRM Certified Professional (SHRM-CP), 2018 |