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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 SKILLSMicrosoft Office|Customer Service|Excel|Sales|Receptionist||Retail|Sales|Powerpoint|Management||Data EntryPayroll administration|New hire processing|Timesheet review|Soft skillsWritten communication|Verbal communication|Detail-oriented |Analytical skills| Time management |Collaboration skills|Critical thinking|Organization| |

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| **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 |