

OM

# Olivia Martin

## Payroll Accountant

Payroll accountant with five years of experience processing multi-state payroll and ensuring compliance with federal and state regulations.

### CONTACT



(123) 456-7890



olivia.martin@example.com



LinkedIn



Dallas, TX 75201

### KEY SKILLS

- Multi-state payroll
- Tax filing compliance
- ADP & Paychex

### PROFESSIONAL EXPERIENCE

PAYROLL ACCOUNTANT | TECH ENTERPRISES, DALLAS, TX  
JULY 2018 – PRESENT

- Process bi-weekly payroll for 500+ employees; 100% accuracy.
- Implemented direct deposit system, reducing payroll costs by 15%.

PAYROLL SPECIALIST | RETAILCHAIN, DALLAS, TX  
JANUARY 2016 – JANUARY 2018

- Managed payroll tax filings and W-2 generation.
- Resolved payroll discrepancies within 24 hours.

### EDUCATION

B.S. in Accounting  
Southern Methodist University, Dallas, TX | May 2015