

# KJ

# Kevin Johnson

I am an HR generalist specializing in payroll and administrative support with over six years of experience managing monthly payrolls and streamlining HR processes. I excel at ensuring compliance and efficiency in all payroll functions.

## Contact



(987) 654-3210



kevin.johnson@example.com



LinkedIn | Portfolio



San Antonio, TX 12345

## Education

Bachelor of Science in Human Resources

University of Texas at San Antonio ,  
San Antonio, TX | May 2017

## Key Skills

- Payroll processing
- Benefits administration
- HR compliance
- Administrative support

## Professional Experience

HR GENERALIST – PAYROLL SPECIALIST | ALAMO TECH , SAN ANTONIO, TX  
JULY 2018 – PRESENT

- Managed monthly payroll for 300+ employees with a total value exceeding \$2 million, ensuring 100% accuracy and compliance.
- Streamlined payroll processes, reducing processing time by 20%.

HR ASSISTANT | RIVERWALK LOGISTICS , SAN ANTONIO, TX  
JUNE 2017 – JUNE 2018

- Assisted in benefits administration and maintained employee records in accordance with legal standards.

## Certifications

- Professional in Human Resources (PHR), HRCI, May 2018