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CONTACT

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 Atlanta, GA

 LinkedIn

KEY SKILLS

- ADP and Paychex software
- Deduction tracking
- Direct deposit setup
- Payroll processing
- Timekeeping audits
- Wage and hour compliance
- Weekly payroll reporting

EDUCATION

- Bachelor of Science (B.S.) in Accounting
Georgia State University
Atlanta, GA | May 2016

Lamar Knight

Payroll and HR assistant

ABOUT ME

Precise payroll and HR assistant with strong accounting and data entry skills

HR and payroll assistant with six years of experience supporting payroll processing, benefit deductions, and timekeeping audits. Known for accuracy and timely communication with employees and vendors.

PROFESSIONAL EXPERIENCE

Payroll and HR Assistant | CoreLight Staffing, Atlanta, GA

April 2019 – Present

- Process payroll for 150 employees biweekly using ADP Workforce Now
- Track timecard discrepancies and coordinate corrections with supervisors
- Handle employee questions related to pay, tax forms, and benefits

Payroll Clerk | Sunburst Retail Group, Atlanta, GA

January 2017 – March 2019

- Entered and verified payroll data for hourly and salaried staff
- Reconciled weekly payroll reports and ensured accurate bonus payments
- Supported HR team during year-end audits and W-2 distribution