



MARISELA ORDOÑEZ

Payroll Specialist

Payroll specialist with six years processing multi-state, biweekly, and semi-monthly payrolls for workforces of 400 to 1,200. Strong on garnishment orders, quarterly filings, and cleaning up prior-year W-2 corrections. FPC certified, working toward CPP.

CONTACT INFORMATION

 (817) 555-0142

 m.ordonez@example.com

 Fort Worth, TX 12345

EDUCATION

- B.B.A., Accounting, University of Texas at Arlington, 2019
- Fundamental Payroll Certification (FPC), PayrollOrg, 2022

KEY SKILLS

- Payroll processing systems
- Payroll processing platforms
- Multi-state payroll (11+ states)
- Garnishments and tax levies
- 941 / 940 / W-2 / W-2c
- General ledger reconciliation
- Kronos timekeeping
- Excel (XLOOKUP, pivot tables)
- State unemployment and new-hire reporting

PROFESSIONAL EXPERIENCE

Payroll Specialist I 2021 - Present
Cavender Logistics Group, Fort Worth, TX

- Run biweekly payroll for 940 employees across 11 states, including hourly drivers with per-diem and mileage reimbursements.
- Caught a shift-differential mapping error that had underpaid 63 warehouse workers roughly \$18,400 over two cycles; issued off-cycle checks the same week and rewrote the earning code logic with IT.
- Handle 40 to 55 active garnishments, including child support, tax levies, and Chapter 13 orders; keep answer-to-court turnaround under the state deadline every quarter.
- Reconcile 941s to the general ledger each quarter; prepared 2023 W-2s with only three corrections out of 940 forms.
- Trained two new HR coordinators on timekeeping edits and PTO accrual rules, cutting timecard escalations to payroll by around a third.

Payroll Coordinator I 2019 - 2021
Bluestem Senior Living, Arlington, TX

- Processed weekly payroll for 415 caregivers and nursing staff across six facilities.
- Loaded shift-swap edits from scheduling into payroll and resolved missed punches directly with charge nurses.
- Filed multi-state new-hire reports and unemployment responses; reduced late state unemployment notices from prior year.
- Owned year-end box 12 coding for health savings accounts, 401(k), and group-term life.