

DEVONTE RAWLS

Payroll Specialist

Payroll specialist with two years running biweekly payroll for a 260-person manufacturer. Comfortable with time-clock edits, garnishment intake, and W-2 reissues. FPC certified in 2024.

CONTACT INFORMATION



(616) 555-0177



devonte.rawls@example.com



Grand Rapids, MI 12345

KEY SKILLS

- Paylocity
- Biweekly and weekly payroll
- Union deductions and pension
- Multi-state (MI, IN)
- New-hire onboarding / I-9
- Direct deposit and paycards
- Excel
- Bilingual English/Spanish

PROFESSIONAL EXPERIENCE

2023 - Present

Payroll Specialist, Kentwood Precision Tool, Grand Rapids, MI

- Process biweekly payroll for 260 hourly and salaried employees in Paylocity, including two union locals with separate dues and pension deductions.
- Resolved a rounding issue in the timekeeping export that was shorting second-shift employees between \$4 and \$11 per check; worked with the vendor to push a fix within one pay cycle.
- Set up new-hire tax withholding, direct deposit, and I-9 verification for 45 to 60 hires per year.
- Prepare Michigan and Indiana quarterly filings and reconcile them to the general ledger before close.

2022 - 2023

Payroll Assistant, Riverbend Staffing Partners, Wyoming, MI

- Entered weekly timecards for around 180 temporary associates placed at four client sites.
- Answered pay questions from associates in English and Spanish, closing most tickets same day.
- Prepared weekly payroll register for review and pulled backup for client invoicing.

EDUCATION

A.A.S., Business Administration, Grand Rapids Community College, 2022

Fundamental Payroll Certification (FPC), PayrollOrg, 2024