

OBJECTIVE

Seeking a permanent position with a stable employer in a Payroll/Human Resources position, which will utilize my past work experience and knowledge along with my "take charge" motivation, diversity and interpersonal skills. As well as the opportunity to develop further aptitude.

SUMMARY OF QUALIFICATIONS

- Payroll Administrator/HR Assistant
- Multi union / multi state payroll and reporting
- Programs worked with: ADP, Paychex, Slack, Bamboo HR, Quickbooks, many customized, construction accounting ERP's
- Enthusiastic and responsible self-starter,
- Confidential, willingly implement new projects and procedures.
- General Ledger / Accounting / Office Management
- Experienced in internet use and research
- Monthly, quarterly and yearly tax filing
- EEO and BLS Reporting
- Accounts Receivable, Collections and Accounts Payable
- Proficient speed with typing and ten-key calculator
- Work well without supervision
- Industries-construction, maintenance, logistics, service, supply
- Outgoing, upbeat and confident worker

EXPERIENCE

CONFIDENTIAL - CURRENT

Union Payroll Administrator for a business that employes custodial, maintenance and some construction work for all the US Military Bases. Hired to clean up past inconsistencies with union benefits payments from previous four years. Restructure the processes and procedures and build better relationships with the unions. Work from home.

DUNBAR MECHANICAL - 2022-2023

Multi union, multi state payroll. EEO, Certified Payroll. Monthly/Quarterly/Annual Taxes. Weekly and monthly union reporting.

OCP CONTRACTORS - 2012-2022

Lead Payroll Administrator. Multi state, multi trades union payroll for up to 600 employees. Monthly union reporting. Conversion from Timberline to Plexxis construction software and set up of all new union tables structure. Weekly taxes and year end W2's. EEO, BLS, VETS100, Certified Payroll and LCP Tracker payroll/union reporting. Personal Assistant to CEO, and even coordinating. General accounting and job costing dues and reporting.

GRAVER TANK - 2011-2012

Office Manager. Weekly multi-state, union payroll and monthly union reports. A/P, submitting applications for lines of credit with vendors and weekly T&M Billing using Foundation Software. All basic accounting and office procedures.

CARGOTEC USA, INC - 2006-2011

Payroll Administrator / General Accounting. Daily timecard processing, worked closely with eight branch Office Managers in multiple states auditing and consolidating payrolls using Report Smith, pivot tables, ADP and Paychex as well as commission payments. Maintain unemployment, DOT and Safety Material. Weekly AP entries for self insured payments. Monthly journal entries using iScala system. Lockbox, Cash Receipts, bank reconciliation and collections. Assistant to Human Resource Manager.

DECORATIVE FLOORING SERVICES, INC - 2004-2006 (no longer in business)

Accounting Administrator. Daily processing of Accounts Payables, Accounts Receivables and AIA preparation. Weekly union payroll. Monthly union reporting. Monthly, quarterly and year end tax preparation including Sales and Use Tax.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Owens Community College - previously attended part-time.
Calvin M. Woodward H.S. - graduating class of 1986
Notary Public, State of Ohio

PROFESSIONAL REFERENCES

Jenni Harris - (419) 467-5591 Project Assistant, OCP Contractors
Mike Anderson - (419) 466-8923 Estimator, OCP Contractors
Linda Bilius - (419) 729-0661 ex-co-worker, Applied Ind. Tech., formerly Detroit Ball Bearing
Jim Lynch (715) 330-9528 ex-co-worker/manager, Toledo Shiprepair

PERSONAL REFERENCES

Etta Miner - (419) 944-8604
Tony Berezowski - (419) 349-2468
Jeff Eggenton - (419) 276-5500