

Letitia Crippen

Payroll Manager

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☎ (487) 429-1616
📍 123 Maple Street, Portland, ME 04101

EDUCATION

Bachelor of Business Administration in Finance or Accounting at University of Maine, Orono, ME

Sep 2013 - May 2018
Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Financial Management, Cost Accounting, Taxation, Auditing, Financial Statement Analysis, Investments, and Risk Management.

LINKS

[linkedin.com/in/letitiacrippen](https://www.linkedin.com/in/letitiacrippen)

SKILLS

- QuickBooks proficiency
- Excel mastery
- ADP expertise
- Paychex knowledge
- Timekeeping systems
- Tax compliance
- Garnishment processing

LANGUAGES

- English
- Hindi

HOBBIES

PROFILE

Results-driven Payroll Manager with 5 years of experience in overseeing accurate and timely payroll processing for companies across various industries. Proficient in implementing payroll systems, ensuring compliance with tax regulations, and managing payroll-related audits. Demonstrated ability to optimize processes, reduce expenses, and improve overall efficiency in payroll operations. Commitment to maintaining confidentiality, fostering a positive work environment, and delivering exceptional customer service to employees.

EMPLOYMENT HISTORY

- Payroll Manager at ADP, ME**
Feb 2023 - Present
 - Successfully managed payroll processing for over 500 employees, ensuring 100% accuracy and timeliness in all payments and tax filings, resulting in zero penalties or fines for the company.
 - Implemented a new payroll software system that reduced processing time by 30% and increased overall efficiency, leading to a 15% reduction in payroll-related errors and queries from employees.
 - Streamlined the payroll process by creating an automated system for tracking employee hours and attendance, resulting in a 20% decrease in manual data entry and a 10% reduction in payroll discrepancies.
- Assistant Payroll Manager at Paychex, ME**
Aug 2018 - Jan 2023
 - Successfully implemented a new payroll software system, resulting in a 25% reduction in payroll processing time and increasing department efficiency.
 - Managed payroll processing for over 500 clients with 100% accuracy, ensuring timely payments and compliance with federal and state regulations.
 - Streamlined payroll procedures, which led to a 15% reduction in payroll errors and a 10% decrease in client inquiries regarding payroll discrepancies.
 - Trained and supervised a team of 6 payroll specialists, leading to a 20% increase in productivity and contributing to the overall success of the department.

CERTIFICATES

- Certified Payroll Professional (CPP)**
Sep 2021
- Fundamental Payroll Certification (FPC)**
Mar 2020

MEMBERSHIPS

American Payroll Association (APA)