

Julianne Zdroik

Payroll Representative

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☎ (379) 498-5216

📍 123 Aloha Street, Honolulu, HI 96815

EDUCATION

Associate of Applied Science in Accounting and Payroll Administration at Kapiolani Community College, Honolulu, HI

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Payroll Accounting, Taxation, Auditing, QuickBooks, Microsoft Excel, Business Law, and Financial Management.

LINKS

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

SKILLS

QuickBooks proficiency

Excel mastery

ADP expertise

Paychex knowledge

Timekeeping accuracy

Tax compliance

Garnishment processing

LANGUAGES

English

Arabic

HOBBIES

Scrapbooking

PROFILE

Dedicated Payroll Representative with 1 year of experience in accurate and timely payroll processing, ensuring compliance with federal and state regulations. Proficient in the use of various payroll software and adept at handling confidential information with discretion. Strong analytical skills with the ability to efficiently resolve discrepancies and improve payroll processes. Excellent communication and interpersonal skills, fostering positive relationships with both internal and external stakeholders. Committed to providing exceptional service and support to contribute to the overall success of the organization.

EMPLOYMENT HISTORY

● Payroll Specialist at Ceridian HCM, Inc., HI

Feb 2023 - Present

- Successfully implemented a new payroll system for over 2,000 employees, leading to a 35% reduction in processing time and a 20% decrease in payroll errors.
- Streamlined the payroll process by introducing automation tools, resulting in a 15% increase in efficiency and a 10% reduction in labor costs.
- Led a team of five payroll professionals to maintain a 99% on-time payment rate while managing a monthly payroll budget of \$5 million, ensuring accurate and timely processing for all employees.

● Payroll Coordinator at ProService Hawaii, HI

Aug 2022 - Dec 2022

- Successfully processed payroll for over 1,500 employees across multiple clients, ensuring 100% accuracy and timely delivery.
- Streamlined the payroll process by implementing a new software system, reducing processing time by 20% and increasing overall efficiency.
- Identified and resolved payroll discrepancies, resulting in a 15% reduction in payroll errors and increased client satisfaction.
- Led a team of 3 payroll assistants, providing training and guidance, which contributed to a 10% increase in department productivity.

CERTIFICATES

Certified Payroll Professional (CPP)

Jul 2021

Fundamental Payroll Certification (FPC)

Jul 2019

MEMBERSHIPS

American Payroll Association (APA)

Society for Human Resource Management (SHRM)