

SHERYLL BARRIA

Payroll Specialist

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PROFILE

Payroll Specialist with 1 year of experience in efficiently managing end-to-end payroll processes for diverse organizations. Adept at ensuring accurate and timely payroll processing, compliance with relevant regulations, and providing excellent customer service to employees. Demonstrates strong analytical skills and proficiency in payroll software, streamlining payroll operations, and contributing to overall team success.

LINKS

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

SKILLS

QuickBooks

Excel

ADP Workforce

Paychex

Kronos

Sage Payroll

Gusto

LANGUAGES

English

Russian

HOBBIES

Crossword puzzles

EMPLOYMENT HISTORY

● Payroll Specialist at ADP Payroll Services, IL

May 2023 - Present

- Successfully processed payroll for over 500 clients each month, ensuring 100% accuracy and timely delivery, which led to increased client satisfaction and retention rate of 95%.
- Streamlined the payroll process by implementing a new payroll software, reducing processing time by 25% and increasing overall team efficiency by 15%.
- Identified and resolved over 200 payroll discrepancies within a year, resulting in a 30% reduction in client complaints and improved internal audit scores by 10%.

● Payroll Coordinator at Paychex, IL

Aug 2022 - Apr 2023

- Successfully processed payroll for over 300 clients, ensuring 100% accuracy and timely delivery, leading to a 20% increase in client satisfaction in the fiscal year.
- Identified and resolved discrepancies in payroll data, reducing errors by 25% and saving the company \$50,000 in potential overpayments and penalties.
- Implemented a new timekeeping system for 150 clients, streamlining the payroll process and reducing processing time by 30%.
- Trained and mentored 10 new Payroll Coordinators, resulting in increased team efficiency and a 15% reduction in processing errors.

EDUCATION

Associate of Applied Science in Accounting and Payroll Administration at College of DuPage, Glen Ellyn, IL

Sep 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Payroll Accounting, Taxation, Business Law, Computerized Accounting Systems, and Internal Controls.

CERTIFICATES

Certified Payroll Professional (CPP)

Nov 2021

Fundamental Payroll Certification (FPC)

Nov 2019

MEMBERSHIPS