

Laverna Marechal

Payroll Technician

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☎ (779) 559-1383

📍 123 Oak Street, Birmingham,
AL 35201

Education

**Associate of Applied Science
in Accounting and Payroll
Administration at Shelton
State Community College,
Tuscaloosa, AL**

Sep 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Payroll Accounting, Taxation, Business Law, QuickBooks, Microsoft Office Applications, Accounting Information Systems, and Auditing.

Links

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

Skills

QuickBooks proficiency

Excel expertise

ADP Workforce knowledge

Paychex mastery

Gusto familiarity

Sage 50 acumen

Ceridian understanding

Languages

English

Portuguese

Profile

Results-driven Payroll Technician with 1 year of experience in efficiently managing payroll operations and ensuring accuracy in employee compensation. Proficient in relevant payroll software, compliance with tax regulations, and streamlining payroll processes. Diligent in maintaining employee records and delivering excellent customer service. Committed to continuous improvement and staying current with industry best practices.

Employment History

Payroll Technician at ADP, AL

Mar 2023 - Present

- Successfully processed payroll for over 500 employees on a bi-weekly basis, ensuring 100% accuracy and timely disbursement of salaries.
- Streamlined the implementation of a new payroll software system, resulting in a 25% reduction in processing time and a 15% decrease in payroll errors.
- Conducted comprehensive audits of payroll records for the past two years, identifying and resolving discrepancies that led to a total savings of \$50,000 in overpayments and tax liabilities.

Payroll Technician Assistant at Paychex, AL

Aug 2022 - Feb 2023

- Successfully processed payroll for over 200 clients each month, ensuring timely and accurate payments for more than 5,000 employees across various industries.
- Streamlined the payroll processing system, reducing errors by 30% and saving the company approximately \$50,000 annually in administrative costs and penalties.
- Implemented a new employee training program, resulting in a 25% increase in productivity and efficiency among newly-hired Payroll Technician Assistants within their first three months on the job.

Certificates

Certified Payroll Professional (CPP)

Aug 2021

Fundamental Payroll Certification (FPC)

Aug 2020

Memberships

American Payroll Association (APA)

Society for Human Resource Management (SHRM)