2012-2016

**Payroll Specialist**

BALINGGA, Inc | USA

* Coordinate with payroll department of 10 employees, executing and standardizing operations complying with state/federal tax procedures
* Collaborate with the HR department to upgrade payroll, time, and attendance software, ensuring the transition of 440+ salary non-exempt employees to exempt status
* Create consistency in procedures involving payroll systems by creating detailed training materials
* Inspect payroll errors and prevent repeated mistakes by making adjustments to upcoming pay periods
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**BRENDA**

**HAMILTON**

PAYROLL SPECIALIST

+0235 30 33 15

brenda@hamilton.com

www. hamilton.com

street / country, zip, country 4568

**EDUCATION**

2002-2004

GPA-5.00 (A+)

**EDUCATION SUBJECT / DEGREE NAME**

Collage / University Name

2002-2004

GPA-5.00 (A+)

**EDUCATION SUBJECT / DEGREE NAME**

Collage / University Name

2002-2004

GPA-5.00 (A+)

**EDUCATION SUBJECT / DEGREE NAME**

Collage / University Name

**PRO. SKILL**

**LANGUAGE**

• Creativity

• Pro Innovative

• Leader Ship

• Team Work

• Organization

• Research & Analytics

• English

• French

• China

**CAREER OBJECT**

**WORK EXPERIENCE**

Analytical payroll specialist with 4+ years of experience performing high-volume payroll processing duties, coordinating/auditing payroll functions, and supervising staff.

Comfortable preparing and delivering coaching materials by analyzing the organization’s training needs and clarifying goals. Seeking an opportunity to build team chemistry while using problem-solving approaches to refine payroll procedures at JINGGA, Inc.

2012-2016

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BALINGGA, Inc | USA

**BRENDA**

**HAMILTON**

PAYROLL SPECIALIST

twitter.com/username

facebook.com/username

instagram.com/username

**EXPERIENCE (cont..)**

**HOBBIES & INTEREST**

**SOFTWARE**

**AWARDS**

**REFFERENCE**

• Ms Word

• Powerpoint

• Adobe Illustrator

• Adobe Photoshop

• Html

• Wordpress

• Dreamweaver

2014-2015

**BLOG WRITING AWARD**

Institute / Organization / College

Highly creative and multitalented Graphic Designer with extensive experien ce in multimedia, marketing.

**CAVIN PITTER** | Cheif director

Comany Name here

Phone : 125 654 587

Email: yourmail@domain.com

**MARCELO** | Main Blog Editor

Comany Name here

Phone : 125 654 587

Email: yourmail@domain.com

2012-2016

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Newspaper

Photography

Gaming

Boxing

Traveling

Watching