

Amina Torres

amina.torres@example.com • (555) 987-6543 • Atlanta, GA • linkedin.com/in/aminatorres

SUMMARY

Detail-oriented Payroll Specialist with over 5 years of experience in managing payroll processes for various organizations. Proven track record of improving payroll accuracy and efficiency, utilizing advanced payroll software and analytics.

EXPERIENCE

Payroll Specialist

Jan 2022 - Present

Tech Innovations Corp, Atlanta, GA

- Managed payroll for over 500 employees with 99.9% accuracy, reducing errors by 30%.
- Implemented a new payroll software system that improved processing time by 25%.
- Conducted audits that identified \$50,000 in savings through the correction of misclassified employee statuses.

Payroll Administrator

Mar 2019 - Dec 2021

Global Solutions Inc., Atlanta, GA

- Oversaw bi-weekly payroll processing for a workforce of 300+ employees within strict deadlines.
- Developed comprehensive training materials that reduced onboarding time for new payroll staff by 40%.
- Successfully managed year-end tax reporting processes, ensuring compliance and minimizing penalties.

Payroll Clerk

Jun 2017 - Feb 2019

Retail Management Group, Atlanta, GA

- Assisted in the processing of payroll for 200+ employees, improving data entry speed by 20%.
- Streamlined documentation processes, which resulted in a 15% reduction in processing errors.
- Collaborated with HR to ensure accurate employee data management and timely updates.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Payroll Processing, Tax Compliance, Data Analysis, Employee Relations

Tools & Frameworks: ADP Workforce Now, QuickBooks, Excel, Time Clock Software