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| Jane Doe |
| SummaryDetail-oriented recent graduate with a strong foundation in payroll processing and accounting principles. Eager to apply knowledge and skills in a dynamic payroll environment to ensure accurate and timely payroll administration.Work Experience**Payroll Intern Jan 2023 – Present**ABC Corporation Springfield, IL* Assisted in processing bi-weekly payroll for over 200 employees, ensuring accuracy in calculations and timeliness.
* Supported the payroll team by updating employee records and maintaining data integrity in the payroll system.

**Accounting Assistant Jun 2022 – Dec 2022**XYZ Associates Springfield, IL* Processed invoices and expense reports, ensuring compliance with company policies.
* Collaborated with the finance team to reconcile accounts and prepare financial reports.

EducationBachelor of Science: Accounting Jan 2022*University of Illinois**Springfield, IL* | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsPayroll ProcessingMicrosoft ExcelData EntryAttention to DetailTime ManagementProblem SolvingCommunication SkillsConfidentialityCustomer ServiceTeam Collaboration |