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| Jane Doe | | |
| Summary  Detail-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.   Education Bachelor of Science: Accounting Jan 2022 *University of Illinois**Springfield, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Payroll Processing  Microsoft Excel  Data Entry  Attention to Detail  Time Management  Problem Solving  Communication Skills  Confidentiality  Customer Service  Team Collaboration |