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| John Smith |
| SummaryExperienced Payroll Specialist with over 5 years of hands-on experience in payroll administration, compliance, and employee relations. Proven track record of improving payroll processes and enhancing accuracy in payroll disbursements.Work Experience**Payroll Specialist Mar 2021 – Present**DEF Industries Chicago, IL* Managed payroll processing for 500+ employees, achieving a 99% accuracy rate in payroll disbursements.
* Developed and implemented a new payroll tracking system, reducing processing time by 20%.

**Payroll Coordinator Jun 2018 – Feb 2021**GHI Services Chicago, IL* Coordinated payroll activities, ensuring compliance with federal and state regulations.
* Provided training to new employees on payroll procedures and software usage, enhancing team efficiency.

EducationBachelor of Business Administration: Finance Jan 2017*University of Chicago**Chicago, IL*certifications* Certified Payroll Professional (CPP) – APA – 2020
 | Contact(987) 654-3210john.smith@example.comChicago, IL 60601SkillsPayroll AdministrationTax ComplianceHRIS SystemsData AnalysisProcess ImprovementRegulatory ComplianceReport GenerationEmployee RelationsConflict ResolutionTraining and Development |