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| John Smith | | |
| Summary  Experienced 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.   Education Bachelor of Business Administration: Finance Jan 2017 *University of Chicago**Chicago, IL*  certifications   * Certified Payroll Professional (CPP) – APA – 2020 | Contact  (987) 654-3210  john.smith@example.com  Chicago, IL 60601  Skills  Payroll Administration  Tax Compliance  HRIS Systems  Data Analysis  Process Improvement  Regulatory Compliance  Report Generation  Employee Relations  Conflict Resolution  Training and Development |