

JOHANNA SNOW

Timekeeper

SUMMARY

Professional and motivated Timekeeper with strong ability to communicate quickly and professionally with call center management regarding the time keeping process and real time exceptions looking for a job in a reliable company

SKILLS

- Strong Mathematical and Excel skills
- FTS and TRACK systems
- Complex Problem Solving
- Time Management
- Personnel and Human Resources
- Adaptability/Flexibility
- Concern for Others
- Customer and Personal Service
- Ability to work in a team
- Money handling
- Throwing and Catching ability
- Dependability
- Hard working
- Enthusiasm

CONTACT DETAILS

Number: 123-456-7890

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City, State, Country 12345

EMPLOYMENT BACKGROUND

Timekeeper

Zarwin Baum DeVito Kaplan Schaer Toddy (2015-2019)

- Communicated timekeeping regulations and practices to employees
- Monitored agency weekly timesheets for completeness
- Conducted audits and reviewed daily reports for accuracy
- Worked with Human Resources
- Assisted with the preparation of monthly reports and other ad hoc reports

Payroll/Timekeeper

Milbank LLP (2013-2014)

- Timesheet review; entered timekeeping codes and added necessary comments to timesheets
- Maintained and processed time and attendance records
- Provided payroll and timekeeping overview to new hires
- Prepared and provided all required payroll and related reports needed for month end, year end and auditor requests
- Responsible for accurate completion of W2 information by working with third party payroll provider
- Processed all payroll deductions
- Managed and oversaw all intake and processing of new and/or existing work schedules
- Analyzed system capabilities and made recommendations to streamline business processes
- Coordinated functional system training to internal customers

EDUCATION

University of Florida

BA in Business Management