

ANNE CORBIN

Payroll Administrator



(555) 123-4567



annecorbin@gmail.com



Los Angeles, CA

Education

Associate of Science in Business Administration

Graduated: May 2016, San Diego State University, San Diego, CA

Certified Payroll Professional (CPP)

American Payroll Association, 2019

Payroll Compliance Practitioner (PCP)

Canadian Payroll Association, 2018

Skills

Payroll Software: 
ADP Workforce Now,
QuickBooks, Paychex

Strong knowledge of 
federal and state payroll
tax laws

Proficient in Microsoft 
Excel and data
management

Strong attention to 
detail and
problem-solving
abilities

Excellent 
communication and
interpersonal skills

Professional summary

Experienced and detail-oriented Payroll Administrator with over 8 years of expertise in managing payroll systems, ensuring timely and accurate pay processing, and staying compliant with federal and state labor laws. Proven track record of streamlining payroll processes, improving efficiency, and resolving payroll discrepancies.

Experience

TechWave Solutions

March 2020 - Now

Los Angeles, CA

Payroll Administrator

- Process bi-weekly payroll for 400+ employees, including salaried, hourly, and commission-based staff.
- Ensure compliance with federal, state, and local tax laws, including wage garnishments and deductions.
- Manage time-off balances, benefits deductions, and employee adjustments, minimizing discrepancies and errors.
- Assist in quarterly and year-end tax filings (941, W-2s, etc.) and provided payroll data for audits.
- Collaborate with the HR team to update employee records and resolve payroll issues efficiently.

Greenfield Manufacturing

January 2017 - February 2020

San Diego, CA

Payroll Specialist

- Administered payroll for 250+ employees, ensuring accurate wage calculations, overtime, and bonuses.
- Processed new hires, terminations, and employee status changes in the payroll system (ADP Workforce Now).
- Prepared and submitted bi-weekly payroll reports to department heads, highlighting discrepancies and adjustments.
- Worked closely with finance to reconcile payroll accounts and ensure accurate financial records.