

PROFESSIONAL SUMMARY

Detail-oriented administrator with experience in financial recordkeeping, employee scheduling, and compliance documentation. Proficient in payroll software, data entry, and tax regulations. Excited to apply my analytical and organizational skills in an entry-level payroll role.

EDUCATION

Bachelor of Business Administration in Accounting

University of Texas | Austin, TX | Graduated May 2025

Certifications

- Certified Payroll Professional (CPP) | December 2024
- QuickBooks Payroll Certification | September 2024

SKILLS

- Payroll software (ADP, Gusto, Paychex) Expert
- Tax calculations and payroll deductions Expert
- Microsoft Excel (PivotTables, automation, macros) Expert
- Federal and state labor law compliance Expert
- Employee benefits administration Expert
- Financial reporting and reconciliation Expert
- Strong organizational and time management skills Expert
- Communication and cross-department collaboration Expert
- Analytical thinking and problem-solving Expert
- Adaptability in fast-paced environments Expert

EXPERIENCE

2025 - Now

Administrative Coordinator

Lone Star Logistics / Austin, TX

- Maintain and update employee records, ensuring payroll information is accurate and compliant with company policies.
- Assist in preparing payroll reports and reviewing timekeeping records for accuracy before processing.
- Support HR and accounting teams with compliance documentation and tax filings.
- Conduct periodic audits of payroll records to identify and correct errors before payroll submission.

2022 - 2024

Front Desk & Billing Clerk

Austin Dental Group / Austin, TX

- Process patient invoices and verify insurance payments, ensuring accurate billing records.
- Coordinate financial records with the accounting department to facilitate payroll and budget planning.
- Assist in scheduling and employee shift tracking, providing payroll data for final calculations.
- Manage confidential financial and employee records while adhering to data protection regulations.

LANGUAGES

- English: Native
- Spanish: Intermediate