



(512) 555-8193

sarah.martinez@example.com

Austin, TX

## EDUCATION

### Associate Degree in Business Administration

Austin Community College, TX  
Graduated: 2016

## SKILLS

- Payroll Processing (ADP, Paycom)
- Timekeeping Systems
- Payroll Reconciliation
- Multi-State Payroll
- Benefits Administration
- Payroll Compliance

# SARAH MARTINEZ

## PAYROLL HR COORDINATOR

### PROFESSIONAL SUMMARY

Detail-oriented HR Coordinator with 8+ years of experience in processing payroll, managing timekeeping systems, and ensuring compliance with federal and state regulations. Excellent problem-solving skills and expertise in multi-state payroll. Looking to contribute to payroll operations

### EXPERIENCE

- August 2019 - Now

#### Payroll HR Coordinator

TechLine Solutions / Austin, TX

- Process payroll for 500+ employees across multiple states, ensuring accuracy and timely payments.
- Handle reconciliations and resolve discrepancies in payroll data.
- Manage employee timekeeping systems and approve time-off requests.
- Ensure compliance with FLSA, state wage laws, and company policies.
- Collaborate with HR and Finance departments to streamline payroll processes and reporting.

- May 2016 - July 2019

#### Payroll Assistant

Sunrise Real Estate Group / Austin, TX

- Supported payroll processing for a multi-location real estate firm.
- Assisted with benefits administration and annual open enrollment processes.
- Managed employee payroll inquiries and provided timely resolutions.
- Maintained payroll documentation and employee records for audits.

### PAYROLL SYSTEMS EXPERTISE

- /
- ADP Workforce Now. Managed multi-state payroll for 500+ employees.
- Paycom. Automated payroll reporting and reduced manual errors by 15%.
- Kronos Timekeeping. Integrated timekeeping with payroll systems to improve efficiency and accuracy in reporting.