

AMANDA THOMPSON

Senior Payroll Analyst

(312) 555-1234

amanda.thompson@email.com

Chicago, IL



LinkedIn: /in/amanda-thompson

EDUCATION

Bachelor of Science in Accounting

University of Illinois at Chicago, IL

Graduated: 2011

Certifications

- Certified Payroll Professional (CPP), *Issued: March 2017*
- Fundamental Payroll Certification (FPC), - *Issued: September 2015*

SKILLS

- | | |
|---|--------|
| • Payroll Software: ADP Workforce Now, Paychex Flex | Expert |
| • Tax Filing: Federal and state returns, compliance reports | Expert |
| • Employee Benefits Administration: Medical, dental, and vision | Expert |
| • Leadership: Team management, staff training | Expert |
| • Data Analysis: Payroll audits, reporting, and reconciliations | Expert |
| • Regulatory Compliance: Tax laws, payroll legislation | Expert |

PROFESSIONAL SUMMARY

Seasoned Senior Payroll Manager with over 13 years of experience in overseeing payroll operations for large organizations. Expertise in managing payroll teams, ensuring compliance with federal and state regulations, and streamlining payroll processes to increase efficiency. Skilled in working with various payroll software, handling tax compliance, and providing high-quality reports.

EXPERIENCE



2017 - Now

Senior Payroll Manager

Baker & Associates Consulting / Chicago, IL

- Lead a payroll team of 8 specialists processing payroll for over 1,500 employees across multiple states.
- Oversee compliance with federal, state, and local tax laws, ensuring timely submission of tax filings.
- Develop and implement policies to streamline payroll procedures, reducing processing time by 20%.
- Work closely with HR and Finance departments to ensure accurate benefits deductions and adjustments.



2012 - 2016

Payroll Supervisor

Greenfield Enterprises / Chicago, IL

- Supervised payroll processing for 1,000+ employees, ensuring accurate and timely payments.
- Managed payroll schedules, tax compliance, and year-end reporting.
- Trained and mentored junior payroll staff, improving department performance and efficiency.
- Collaborated with IT to integrate new payroll software, enhancing data security and system reliability.

PROFESSIONAL DEVELOPMENT



Advanced Payroll Tax Compliance Workshop

National Payroll Institute, Chicago, IL

Completed: June 2019