



SKILLS

- Payroll Software: ADP, Ceridian, Paycor
Expert
- Data Analysis: Reconciliations, error detection, and reporting
Expert
- Tax Filing: Federal and state tax laws, reporting
Expert
- Payroll Audits: Data validation, issue resolution
Expert
- System Integration: Payroll software implementation, troubleshooting
Expert
- Communication: Reporting, cross-department collaboration
Expert
- Time Management: Prioritizing tasks, meeting deadlines
Expert

LINKS

LinkedIn: /in/olivia-davis

AWARDS

-  Reduced payroll discrepancies by 15% through improved data validation and reporting techniques.
-  Spearheaded the implementation of a new payroll software system, which resulted in a 25% increase in processing speed.

PROFESSIONAL SUMMARY

Analytical Senior Payroll Analyst with 10 years of experience in payroll processing and data analysis. Proven track record of improving payroll accuracy, handling tax compliance, and providing strategic support to senior management. Experienced with payroll systems integration, reporting, and data reconciliation.

EXPERIENCE

Senior Payroll Analyst

Lone Star Health Group, Dallas, TX

February 2019 - Now

- Perform payroll audits and reconciliation for 1,200+ employees across multiple departments.
- Analyze payroll data to identify discrepancies and ensure timely corrections.
- Provide detailed payroll reports to the CFO and HR departments for strategic decision-making.
- Collaborate with IT to implement system upgrades and optimize payroll processing.
- Ensure accurate processing of payroll taxes, garnishments, and deductions.

Payroll Analyst

Redwood Financial Services, Dallas, TX

July 2015 - January 2019

- Supported payroll processing for 500+ employees, ensuring all data was entered correctly and efficiently.
- Assisted with the preparation of tax filings and year-end reports.
- Developed automated reporting tools in Excel to improve the accuracy and speed of payroll analysis.
- Provided payroll training and guidance to new employees and department heads.

EDUCATION

Bachelor of Science in Finance, University of Texas at Dallas, TX

Graduated: 2015

Certified Payroll Professional (CPP), Issued: August 2017