

MARY JONES
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: MaryJones@earthlink.net

A versatile and highly experienced human resources, administrative, payroll, benefits and employee relations professional for the third largest fresh-cut produce company in the United States of America.

Expertise includes outstanding skills in the ADP Payroll System, office equipment, interpersonal relations, human resources, benefits administration, translations and recruitment skills.

EXPERIENCE

Easy Foods, Inc., Los Angeles, California

1997-Present

Payroll Specialist/401(k) Administrator (2003-Present)

Prepare the executive and headquarters payroll (spread out over 22 states) for a \$2 billion privately held fresh-cut produce company with 3,500 employees.

- Prepare all the details that go into the 350-person executive, administrative, marketing, production management and sales staff payroll, including medical leave, vacation, jury duty, car allowances, per diems, advances, family leave and incentive bonuses. Fulfilled this function continuously since 2000.
- Reconcile garnishments and court orders.
- Prepare statistical reports on all payroll components, including bi-weekly, monthly and yearly statements.
- Prepare W-2 statements, year-end payroll closings and 401(k) statements.
- Worked with auditors for five years in preparing closings, compliance and government reports for payroll reconciliation.
- Maintain and enforce payroll policies and procedures throughout the company.
- Assist employees with special 401(k) requests, including loans, hardship withdrawals, terminations and selections of investment options.
- Prepare bi-weekly instructions for 401(k) fund transmittals and accounting reports, ensuring that proper funds are sent to the fund manager.
- For four years, conducted quarterly enrollments into the 401(k) plan bilingually with up to 175 participants each quarter.
- Prepared translations of the company's 401(k) plan into Spanish.

Benefits & Records Administrator (1999-2003)

Administered the company's health, life, accident, workers' compensation and long-term disability insurance plans for 1,500 employees and prepared the corporate payroll for a staff of 85. Supervised a personnel assistant. Payroll included incentive bonuses and automobile allowances. Conducted enrollment meetings for health plans, reconciled insurance statements, liaised with insurance brokers, resolved employee problems and planned the Human Resources Department's day-to-day operations.

- Oversaw and maintained all personnel records and tracked holiday, vacation and sick pay.
- Conducted performance appraisals and salary reviews.

MARY JONES

Page Two

Easy Foods, Inc., Continued

- Prepared statistical reports on all benefit programs.
- Maintained and audited monthly premiums, claims, employee contributions and enrollment records for all plans.
- Coordinated disbursements of disability claims taking into account other insurance claims to prevent duplication of payments. This reduced abusive utilization in disability pay.

Personnel Assistant (1997-1999)

Began as a Human Resources Representative when the company had only 200 employees. Worked in all aspects of human resources, including recruitment, personnel records, compliance, training, organizational development, payroll, incentives, benefits, the ADP Payroll System and time recording systems.

EDUCATION

General Education Program, Easy Foods, Inc., Los Angeles, California

High School Academic Diploma

University of Phoenix, Los Angeles, California

Administrative Assistant/Bilingual Secretary Diploma

Other Courses: Report Smith, ADP PCPW/PAYFORCE Payroll System, 401(k) Administration and Translator – Spanish/English

Languages: Fluent in Spanish