Petra Bianchi

Payroll Specialist

Phoenix, AZ · petra.bianchi@example.com · (602) 555-0119 · LinkedIn

SUMMARY

Payroll specialist with 4 years of experience running biweekly multi-state payroll for up to 650 employees in ADP Workforce Now. Led the transition to a new timekeeping system that cut manual entry errors by 80%, and caught a state tax setup error before it caused 3 years of underwithholding. Known for closing payroll on time, every time, and for calm, clear answers to employee pay questions.

EXPERIENCE

Payroll Specialist — Desert Ridge Manufacturing

Phoenix, AZ · May 2023 – Present

- Run biweekly payroll in ADP Workforce Now for 650 employees across 7 states, maintaining a 99.8% on-time, error-free pay rate over 18 months.
- Caught a misconfigured Arizona state tax setting during a system audit that would have caused 3 years of underwithholding for 40 employees, corrected before the next pay cycle.
- Led the switch from paper timecards to an integrated timekeeping system for 650 employees, cutting manual entry errors from roughly 25 to 5 a pay period.
- Reconciled quarterly 941 filings and state unemployment reports for 7 states, resolving 3 discrepancies flagged by the tax agency within 2 weeks each.

Payroll Coordinator — Sandoval Staffing Solutions

Phoenix, AZ · Feb 2021 – Apr 2023

- Processed weekly payroll for 280 to 400 temporary and contract employees across 12 client accounts in Paychex Flex.
- Set up new-hire payroll records and tax withholdings for an average of 35 new employees a week, keeping onboarding errors under 2%.
- Audited 300 timesheets a week against client contracts for correct bill and pay rates, catching rate mismatches before invoicing.

SKILLS

Payroll systems: ADP Workforce Now, Paychex Flex, Workday (basic), Kronos

Compliance: Multi-state tax withholding, FLSA, garnishments, 941 and state unemployment filings

Accuracy: Payroll reconciliation, timesheet auditing, year-end W-2 processing

Tools: Excel (pivot tables, VLOOKUP), ticketing systems for employee pay inquiries

CERTIFICATIONS

Fundamental Payroll Certification (FPC), 2022

EDUCATION

A.A.S. Accounting, Phoenix College, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.