# Wauneta Busciglio

Payroll Clerk

## 👤 Profile

I have over 2 years of experience as a payroll clerk. I am extremely detail oriented and take pride in ensuring that all employee records are accurate and up to date. I possess excellent time management skills which allow me to efficiently handle a high volume of work with little supervision. In addition, I have strong communication and interpersonal skills which enable me to effectively interact with employees at all levels within an organization.

## 💼 Employment History

### Payroll Clerk at ADP, GA

Mar 2022 - Present

- Processed payroll for 100+ employees on a bi-weekly basis.
- Entered new hires, terminations, and changes into the payroll system.
- Reviewed timesheets for accuracy and resolved any discrepancies.
- Calculated and processed manual checks as needed.
- Answered employee questions regarding pay stubs, deductions, etc.
- Prepared reports related to payroll (e.g. time off accruals).

### Payroll Clerk II at Paychex, GA

Jul 2020 - Jan 2022

- Streamlined payroll processing for a company of 200 employees, reducing the process from 4 days to 2.
- Cut errors in payroll by implementing new quality control measures.
- Trained and supervised 3 junior payroll clerks.
- Negotiated with vendors to get better rates for office supplies.
- Created an employee recognition program that boosted morale by 25%.
- Led the organization of the company's annual charity drive.

## 🎓 Education

### High School Diploma at Georgia Institute of Technology

Aug 2016 - May 2020

I've learned how to read, write, and do math.

## 📋 Certificates

### Certified Payroll Professional (CPP)

Dec 2020

### Fundamental Payroll Certification (FPC)

Aug 2019

## 📋 Memberships

### American Payroll Association

### National Association of Certified Public Bookkeepers

## Details

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## Links

linkedin.com/in/waunetabusciglio

## Skills

Math

Organization

Detail Oriented

Communication

Time Management

Computer Skills

Typing

## Languages

English

Russian

## Hobbies

Organizing

Budgeting

Fitness