



Cecille Shott

Payroll Clerk

As a payroll clerk with over 2 years of experience, I have extensive knowledge in managing and processing payroll for employees. I am highly organized and efficient in my work, which has resulted in accurate and timely payments for employees. In addition, I have excellent problem solving skills that come in handy when dealing with any issues that may arise during the payroll process. Overall, I am an extremely detail-oriented individual who is more than capable of handling all aspects of the payroll process

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(930) 970-3349 

2308 N 5th St, Rapid City, SD 
57701

Education

**High School Diploma at
Brookings High School,
Brookings, SD**

Aug 2016 - May 2020

One sentence: I have learned time management, organization, and study skills.

Links

[linkedin.com/in/cecilleshott](https://www.linkedin.com/in/cecilleshott)

Skills

Math



Organization



Detail Oriented



Communication



Time Management



Computer Skills



Typing



Languages

English



Italian



Employment History

Payroll Clerk at SD payroll company, SD

Jun 2022 - Present

- Created and implemented a new payroll system that increased efficiency by 30%.
- Reduced errors in payroll processing by 20%.
- Trained 2 new employees on the payroll process.
- Processed bi-weekly payroll for 100+ employees.

Payroll Clerk II at , SD

Aug 2020 - Apr 2022

- Processed payroll for 500 employees every two weeks.
- Ensured that all deductions were taken from employee paychecks.
- Entered new hire information into the payroll system.
- Updated employee records with changes in job title, salary, or status.
- Answered questions from employees regarding their pay stubs or tax forms.
- Generated reports on hours worked, vacation time used, and taxes withheld.

Certificates

Certified Payroll Professional (CPP)

Feb 2021

Fundamental Payroll Certification (FPC)

Jun 2019

Memberships

American Payroll Association

National Association of Certified Public Bookkeepers