

Gwen Belmontez

Payroll

✉ gwen.belmontez@gmail.com

☎ (606) 474-8688

📍 9717 Ridgewood Ave, Glen Burnie, MD 21061

Education

High School Diploma at Baltimore Polytechnic Institute, Baltimore, MD

Sep 2015 - May 2019

I have learned critical thinking, time management, and study skills.

Links

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

Skills

Payroll

Benefits Administration

Compensation Management

Human Resources Information Systems (HRIS)

Time and Attendance Tracking

Recruiting and Onboarding

Employee Relations

Languages

English

Dutch

Profile

I have over 3 years of experience working in payroll. I am extremely detail-oriented and take pride in ensuring that all employees are paid accurately and on time. I have a strong understanding of federal and state wage laws, as well as tax regulations. I am confident in my ability to manage all aspects of the payroll process, from data entry to check processing. In addition, I possess excellent customer service skills and enjoy working with people.

Employment History

Payroll Manager at AdvancePayroll, MD

Jun 2022 - Present

- Reduced payroll processing time by 10% through process improvements.
- Implemented a new payroll system which reduced errors by 5%.
- Negotiated better rates with benefits providers, resulting in \$5,000 in savings per month.
- Managed a team of 4 payroll clerks and 2 Benefits specialists.
- Processed bi-weekly payroll for 1,500 employees.
- Handled all aspects of garnishments and child support deductions.

Payroll Specialist at Payroll4Less, MD

Sep 2019 - May 2022

- Processed payroll for 300 employees bi-weekly.
- Maintained up-to-date knowledge of federal and state wage laws.
- Coordinated with HR department to ensure accurate and timely processing of employee data changes.
- Monitored garnishments and child support deductions to ensure compliance with court orders.
- Resolved payroll discrepancies in a timely manner.
- Generated monthly reports detailing payroll expenses.

Certificates

Certified Payroll Professional (CPP)

Dec 2020

Fundamental Payroll Certification (FPC)

Dec 2018

Memberships

American Payroll Association

National Payroll Reporting Consortium