

KENDA CHAPSKI

Payroll Specialist

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12 Main Street, Manchester, NH 03103



PROFILE

Over three years of experience in payroll processing and administration. Proficient in various payroll systems, including Paychex, QuickBooks, and ADP. Strong understanding of federal and state wage laws. Excellent communication skills with the ability to effectively communicate with employees at all levels. Able to work independently as well as part of a team.

LINKS

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

SKILLS

Payroll processing

Tax compliance

Benefits administration

Employee onboarding

Time and attendance tracking

Recordkeeping and reporting

Data analysis

LANGUAGES

English

Portuguese

HOBBIES

Organizing

Scheduling

Budgeting

EMPLOYMENT HISTORY

● Payroll Specialist at ADP, NH

Mar 2022 - Present

- Reduced payroll processing time by 2 days through process improvements.
- Implemented a new payroll system which increased accuracy by 5%.
- Resolved 100% of employee inquiries within 24 hours.
- Processed semi-monthly payroll for 1,000 employees.
- Trained 3 new Payroll Specialists in company policies and procedures.
- Completed all year-end tax reporting on time.

● Payroll Specialist II at Paychex, NH

Sep 2019 - Jan 2022

- Successfully processed payroll for 300 employees on a bi-weekly basis, ensuring that all deadlines were met.
- Maintained up-to-date knowledge of federal and state wage laws and regulations.
- Processed new hire paperwork and conducted orientations for new employees.
- Created and ran reports to reconcile discrepancies between time worked and pay received.
- Audited employee time cards on a daily basis to ensure accuracy.
- Resolved issues with employee pay in a timely manner."

EDUCATION

High School Diploma at Portsmouth High School, Portsmouth, NH

Sep 2015 - May 2019

I've learned how to study for and take tests, how to do research, and how to write papers.

CERTIFICATES

Certified Payroll Specialist (CPS)

Apr 2021

Certified Government Financial Manager (CGFM)

Dec 2019

MEMBERSHIPS

American Payroll Association

National Association of Certified Public Bookkeepers