

Craig Pashia

Payroll Supervisor

✉ craig.pashia@gmail.com

☎ (558) 332-1278

📍 6453 Hillcrest Rd, Jackson, MS 39211

EDUCATION

Associate's degree in business administration or accounting at Mississippi State University

Sep 2012 - May 2017

I've learned how to manage budgets, keep track of expenses, and create financial reports.

LINKS

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

SKILLS

Payroll processing

Tax compliance

Benefits administration

Employee records management

Accounting principles

Microsoft Office Suite

Customer service

LANGUAGES

English

Arabic

HOBBIES

Organizing

Crafting

Reading

PROFILE

I am a Payroll Supervisor with over 5 years of experience. I have successfully completed payroll for large organizations with thousands of employees. My attention to detail and commitment to accuracy has resulted in error-free paychecks for all employees. I take pride in my work and enjoy ensuring that everyone is paid correctly and on time. In addition to processing payroll, I also maintain employee records and handle other human resources duties as needed.

EMPLOYMENT HISTORY

● Payroll Supervisor at Jackson Hewitt, MS

Mar 2022 - Present

- Streamlined the payroll process, reducing processing time by 2 days.
- Implemented a new online payroll system that increased accuracy by 5%.
- Trained and supervised 4 employees in the payroll department.
- Negotiated with vendors to get better rates for our company's payroll services.
- Handled all aspects of employee onboarding related to payroll and benefits.
- Assisted with developing the annual budget for the payroll department.

● Payroll Specialist at H&R Block, MS

Jul 2017 - Jan 2022

- Reduced payroll processing time by 10%.
- Implemented a new payroll system that increased accuracy by 2%.
- Trained 3 new employees on the payroll process.
- Processed bi-weekly payroll for 500+ employees.
- Handled all employee inquiries regarding pay and benefits in a timely manner.
- Resolved any discrepancies with employee hours worked.

CERTIFICATES

Certified Payroll Professional (CPP)

Apr 2021

Fundamental Payroll Certification (FPC)

Oct 2019

MEMBERSHIPS

American Payroll Association

National Payroll Association