

Sue M. Davis CPP

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Professional Summary

Tenured, loyal Payroll Administrator who sustained multiple mergers and acquisitions spanning thirty-nine years within Fortune 100 companies, with a commitment to customer service, professionalism, and diligence to a work product that has repeatedly been recognized and rewarded for excellence.

SKILLS

- Processing off-cycle checks
- On-boarding New Hires
- Detail Oriented/Talented Multi-Tasker
- Flexible/Durable
- Audit Preparation and Reporting
- Filing and Data Archiving
- Team Building -Dedicated Team Player
- Benefits/Garnishments/Tax/Withholdings/Deductions
- Complex Problem Solving
- Multi-state payroll-California, Alaska, Colorado
- Exempt & Non-Exempt employees/Hourly/FWW-Alternate work schedules-7-40 & 7-12
- Balanced payroll deductions to the General Ledger

Experience

Schlumberger

February 2002 – February 2015

Sr. Payroll Administrator

- Responsible for processing weekly and bi-weekly payroll-over 2000 employees both exempt and non-exempt
- Processed all payroll in SAP
- Multi-state payroll including California, Alaska, and Colorado
- Set-up payroll deductions for United Way. Balanced deductions to ledger and paid Agencies
- Garnishments, direct deposits, W-4s, payroll tax assistance, new hire on-boarding, and check distribution
- Processed -housing and leasing payments, gym membership payments, deductions for shoes, and computer equipment losses.
- Payroll reporting including-ARINZO and WAGE TYPE Reporter to audit payroll for accuracy.
- Promoted from Payroll Clerk to Payroll Administrator in 2002 in grade and salary and then promoted in grade and salary in 2012
- Received the 2014 Be Outstanding Award for Excellence in customer service by earning the most (nine)“perfect 5” scores in grading-most in department history
- Received a 2013 Be Outstanding Award, for going above and beyond, to figure out a systematic problem for an employee who was incorrectly paid-identified glitch in system and was able to rectify the issues

WesternGeco-Western Atlas & Dresser Industries February 1976 – January 2002

Payroll Administrator

- Responsible for processing weekly payroll
- Maintaining W-4s Direct Deposits, garnishments, withholdings, and check distribution
- Received The Western Geco Award for Excellence for customer service in 2000

Payroll Administrator

- Responsible for processing semi-monthly, weekly, and FWW payroll
- Assisted with the Baker Hughes/Western Atlas acquisition by training employees on how the FWW system worked so it could be converted to the SAP system
- Received a 1999 Excellence in customer service & appreciation award-medal and certificate from the president of the company for my efforts

Payroll Clerk

- Processed semi-monthly payroll on in-house software-CICS
- Identified and rectified payroll errors
- Balanced payroll taxes and gross payroll
- Responsible for all administrative duties associated with Payroll