**JIN LEE**

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**SUMMARY OF QUALIFICATIONS**

* Six years’ experience in payroll and benefits including program development and benefits administration
* Bachelor of Arts degree and Human Resources certification
* Intermediate computer skills in Microsoft Word, Excel, Access and Outlook

**EMPLOYMENT HISTORY**

**Payroll Specialist 2005 – Present***ABC Inc., Someplace, ON*

* Processed bi-weekly payroll for 250 employees
* Reduced annual costs by $225,000 through implementing TaxSaver benefit plans
* Issued payments, including bonuses, vacation, incentives and retroactive pay; provided assistance to employees to resolve payroll issues
* Reconciled payroll related accounts, including preparation of journal entries, adjustments and corrections

**Human Resources Assistant 2002 – 2005***HR Inc., Someplace, ON*

Assisted in developing in-house training programs that saved more than $250,000 in training costs over a 4-year period

* Collected statistics and prepared reports on benefit plan trends
* Prepared benefit packages for 400 employees
* Assisted in recruitment, interviews and selection of staff

**Administrative Assistant 1999 – 2002***Staffing Ltd., There, AB*

* Collected attendance, overtime and compensation information for payroll
* Answered up to 30 calls per day and politely gave information about programs and services

**EDUCATION & TRAINING**

* Human Resources Certificate, ABC College, Someplace, ON 2005
* Customer Service Workshop, HR Inc., Someplace, ON 2004
* Health and Safety Training, Staffing Ltd., There, AB 1999
* Bachelor of Arts Degree, University of City, City, ON 1999