

Wallace Manning

Professional Summary:

- 2+ Years' HR Administrative/Payroll experience, Bachelor's Degree in Accounting and Finance (05/20)
- Proficiency utilizing PeopleSoft, Oracle, Service Now, Cognos, MS Office, Excel

Professional Experience:

Verizon

Lake Mary, FL

06/17 – 11/19

HR/Payroll Administrator

- Completed 2 to 3-year employee paycheck audits
- Fixed errors on employee timesheets
- Assisted in the onboarding and training of new hires including completion of new hire paperwork
- Handled payroll garnishment
- Assisted employees with benefits/enrollment
- Applied knowledge of local, state, federal, and/or county tax requirements, wage, and pay practices to ensure accurate timely employee pay
- Assisted in gathering, deriving, and processing inputs to the payroll and time system to support the gross-net calculation for exempt, non-exempt, and union/associate employees
- Created paychecks for biweekly and weekly employees

Disney

Celebration, FL

11/15 – 11/16

Help Desk Analyst 3 (Contract)

- Troubleshooting Outlook emails and servers
- Resetting Passwords for Active Directory, Portals, Emails, Telecoms, Voicemail
- Troubleshooting browser issues on smartphones, laptops, desktops
- Configuration of Applications
- Connectivity issues

Ellucian

Maitland, FL

06/15 – 08/15

Technical Support (Contract)

- Troubleshooting Banner software and class Portals
- Troubleshooting Outlook emails and servers
- Resetting Passwords for Active Directory, Portals, Emails, Telecoms
- Routing tickets to Tier 2 for major outages

BNY Mellon

Lake Mary, FL

02/15 – 05/15

Public Accountant (Contract)

- Administered online banking functions.
- Creating Pivot tables for data reports Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports

Education:

Tiffin University- Tiffin, OH

-Bachelor's Degree in Accounting and Finance, 05/2020 (projected graduation date)

Tiffin University- Tiffin, OH

-Associate's Degree in Computer & Information Systems, 05/16