

Angela Ramirez, FPC

Payroll Specialist | Multi-State Payroll & Compliance

Phoenix, AZ

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PROFESSIONAL SUMMARY

Fundamental Payroll Certified (FPC) Payroll Specialist with 3.5 years of experience processing bi-weekly and semi-monthly payroll for 1,800+ employees in 14 states. Maintained 99.9% payroll accuracy, reduced off-cycle checks by 40%, and ensured timely tax deposits and filings. Skilled in ADP Workforce Now, UKG, Workday, wage-and-hour compliance, garnishments, and year-end W-2 processing.

CORE SKILLS

PAYROLL

Bi-Weekly & Semi-Monthly Payroll, Multi-State Processing, Off-Cycle Payments, Garnishments & Levies, Retro Pay, Commissions & Bonuses, Time & Attendance

COMPLIANCE

FLSA, Wage & Hour, Federal/State/Local Tax Filings (941, 940, W-2, W-3), Unemployment, Workers' Comp, I-9 Basics, SOX Controls

SYSTEMS

ADP Workforce Now, UKG Pro, Workday, Paycom, Kronos, Excel (Pivot, VLOOKUP), Concur

EXPERIENCE

Payroll Specialist

Jun 2023 – Present

Desert Sun Healthcare Group — Phoenix, AZ

- Process bi-weekly payroll for 1,800+ employees in 14 states with 99.9% accuracy and on-time funding every cycle.
- Reduced off-cycle check requests by 40% by building pre-payroll audit reports and manager timecard reminders.
- Reconcile payroll registers to the GL monthly and resolve variances; support external audit with zero findings.
- Managed year-end W-2 processing for 2,100 employees and quarterly 941 filings with no IRS penalties.
- Administer garnishments, child support, and levies, and resolve 150+ employee pay inquiries per quarter within 24 hours.

Payroll Coordinator

Aug 2022 – May 2023

Valley Staffing Solutions — Tempe, AZ

- Processed weekly payroll for 900 temporary employees, including shift differentials, overtime, and multi-state taxes.
- Audited timecards and corrected 3% of entries pre-processing, preventing an estimated \$48K in overpayments.
- Assisted with ADP-to-UKG migration by validating 1,000 employee records and testing parallel payroll runs.
- Responded to unemployment claims and verification-of-employment requests within SLA.

EDUCATION

Associate of Applied Science in Accounting

Maricopa Community Colleges — Phoenix, AZ

2022

CERTIFICATIONS

- Fundamental Payroll Certification (FPC), American Payroll Association
- CPP Candidate
- ADP Workforce Now Certified
- APA Member