

# KERRI MARTINEZ

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**PROFESSIONAL SUMMARY** Motivational leader and organizational problem-solver with developed supervisory, payroll, human resources, and customer service skills. Manufacturing, Construction, Property Management, and Oil and Gas are a few of the industries which I am familiar with. Experience stepping into roles and quickly making positive changes to drive company success. Focused on being a team player and utilizing my skill set to maximize company productivity and efficiency. Authorized to work in the US for any employer.

## SKILLS

- QuickBooks
- Payroll Auditing
- New Hire Processing
- Bank Reconciliation
- Human Resources Management
- Workers' Compensation
- Accounts Receivable
- Accounts Payable
- General Ledger Reconciliation
- ADP Workforce Now
- Expense Reimbursement
- Benefits Administration
- Negotiation
- Data Review
- Recruiting
- Microsoft Office
- Excellent Communication
- Payroll Processing
- Payroll Implementation
- Notary

## WORK HISTORY

**HR/PAYROLL MANAGER** 03/2022 to 02/2024

**Birdon America Inc.**

The Human Resource/Payroll Manager is an integral member of the leadership team providing HR business partnership that results in an engaged workforce while providing strategic leadership and guidance to our growing company in all states.

- Provide trusted leadership and HR/Employee Relations advice to all stakeholders, ensuring a balanced approach in resolving HR matters.

- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks while ensuring regulatory compliance.
- Manage all day-to-day HR functions such as offer letters, background check, drug screening, onboarding paperwork, benefit questions, etc.
- Drive accountability and provide day-to-day guidance to line management as it relates to coaching, counseling, career development, performance management, and disciplinary actions.
- Create and maintain onboarding and orientation process and procedures.
- Administer and maintain benefit records such as life, health, dental, vision, 401k, disability, FSA, HSA, COBRA, vacation, sick, and leave of absence.
- Partner with other functional areas as required, to ensure applicable guidelines are adhered to (both internal and external) maintaining accurate records, specifically, in the areas of EEOC, FMLA, and OSHA reporting.
- Work with outside agencies and regulators to effectively manage unemployment and workers' compensation claims.
- Implement, maintain, and review payroll processing in multiple states to ensure timely and accurate processing.
- Ensure compliance with federal, state, and local payroll laws and best practices.
- Establish and maintain payroll processes and policies.
- Negotiate annual benefit rates.
- Analyzed, created, tested and integrated 250 employees from PayChex to ADP Workforce Now software.

#### **HUMAN RESOURCE/PAYROLL MANAGER** 12/2018 to 05/2022

##### **Rocky Mountain Janitorial Specialists**

- Manage all Human Resource functions for 550 employees including vacation time management and benefits for non-union and union employees.
- Create and maintain personnel records while maintaining accuracy and sensitive data confidential.
- Managed operations in accordance with workers' comp, verification of employment, labor laws and union requirements for 550 employees.
- Manage and process payroll for 550 employees.
- Develop and promote excellent communication relationships among all manager levels to maintain company expectations.
- Maintain all new hire paperwork including background check and drug testing.
- Analyzed, created, tested and integrated 550 employees from QuickBooks to Paylocity software.

#### **PAYROLL SPECIALIST** 09/2017 to 12/2018

##### **Groove Ford**

- Verified and ran payroll for 150 employees.
- Month end credit card and bank reconciliations.
- Verified expense reports for payment.
- Calculate commissions for 40 employees.
- Maintain onboarding for all new employees.

#### **ACCOUNTING ASSISTANT/HUMAN RESOURCES** 12/2016 to 07/2017

##### **DTC Energy Group**

- Multiple state payroll for W2 and 1099 employees while verifying rates were correct by location.
- Submission of invoices through mail, email, Oildex and Open Invoice.
- Onboard all new employees including background check and drug testing.
- Manage benefits.
- Month end and year end accounting support.

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## EDUCATION

Diploma : General, **05/1989**

**Syracuse High School** - KS