

Laura Armijo
3035203838 leaarmijo@gmail.com
Denver CO.

Detail-oriented Payroll Specialist with 3 years of experience in accurate payroll processing, tax compliance, and employee record management, seeking to transition into an accounting role. Brings a strong foundation in financial data handling, attention to detail, and commitment to accuracy and confidentiality. Eager to apply payroll expertise while gaining broader experience in financial reporting, reconciliations, and general ledger functions.

Skills:

- Accuracy & attention to detail
- Data entry & record keeping
- Compliance & regulation knowledge
- Reconciliation
- Financial Reporting
- Time Management & deadlines
- Communication skills

Professional Experience:

ET Accounting: Payroll and HR administrator Sept 2024- March 2025

- Managed payroll processing for over 250 employees, ensuring accuracy and full compliance with federal and state regulations.
- Processed semimonthly, monthly, and quarterly federal and state tax payments for multiple states, including CO, UT, MT, NV, TX, ID, and AZ.
- Conducted reconciliations for Health Savings Accounts (HSAs) and AFLAC, ensuring financial accuracy and compliance with relevant guidelines.
- Oversaw employee record updates and maintained comprehensive, up-to-date employee files.
- Administered benefits enrollment and maintained accurate records within the HRIS system.
- Collaborated on year-end reporting, including SUTA, SUI, Form 940, and Form 941, ensuring all reports were submitted accurately and on time.
- Provided support for various HR projects, demonstrating flexibility, problem-solving skills, and a proactive approach to project execution.

OraLabs Inc.:

HR Manager/ Payroll/ AR/AP Dec 2022- present

- Process biweekly payroll by verifying timecards, entering time-off requests, and ensuring accuracy in payroll records.
- Manage employee onboarding and offboarding, including handling documentation, system updates, and preparing new hire paperwork.
- Facilitate new hire orientations to ensure smooth integration into the company.

- Implement and maintain the process for electronic storage of employee records, ensuring compliance and easy access.
- Accurately enter garnishments and child support orders into payroll systems, ensuring timely processing.
- Maintain job postings on Indeed and assist with recruiting efforts to attract qualified candidates.
- Support Accounts Receivable by entering and depositing checks into the accounting system and bank, ensuring proper coding for each transaction.
- Assist Accounts Payable by processing refund checks, maintaining vendor records, and ensuring accurate entries in the accounting system.
- Provide office support by managing mail distribution, ordering office supplies, and processing purchase orders.
- Contribute to quality assurance by maintaining up-to-date Safety Data Sheets and ensuring compliance with the latest revisions.

Altitude Payroll LLC:

Payroll Specialist: Jan 2022- Dec 2022

- Enter and process payroll for multiple clients weekly, biweekly, monthly for salary and hourly employees.
- Enter year to dates, run reports, file tax forms and reconciliation.
- Entering Onboarding information for employees.

Education:

Community College of Aurora:

Associates of Arts in Business: Completed coursework in business fundamentals, accounting principles, payroll administration, and business law, building a strong foundation in both theoretical and practical aspects of business operations.

Human Resource Certificate: Completed coursework in core principles of Human Resource Management, including employee relations, recruitment, performance management, and HR compliance, providing a solid understanding of key HR functions and practices.