

# STEVEN M. WITTMAN

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## Summary

Detail-oriented payroll professional with years of experience in the field of payroll and payroll related functions.

## Experience

### Payroll Specialist

Intandem Human Resources

04/2014 — Current  
Denver, CO

Performs all activities necessary to process multi client payrolls. This includes maintaining related records, filing, tax reports, processing and filing involuntary deductions such as levies and garnishments. Also prepares accounting transactions. Collaborates and communicates with internal team members to ensure consistent messaging and processing of requests are completed. Provides stellar customer service to ensure client satisfaction, which may include meeting with clients on occasion to ensure clients needs are being met.

### Payroll Processor/Customer Service Representative

AMS Staff Leasing /Workers Comp Solutions

10/2001 — 01/2014  
Dallas, TX

Responsible for making sure that multiple payrolls were audited, processed, and shipped overnight to various client locations. This position required the production of large volumes of payrolls daily through various payroll software's. Also responsible for creating invoices for the client base. This was a heavy workload position done with little or no supervision. This position also required constant contact with the client base in assisting them with questions regarding payroll, invoices, and workers' compensation claims.

### Office Manager

Day Tripper, Inc.

12/2000 — 10/2001  
Dallas, TX

Responsible for managing company's employees, overseeing human resources and payroll. Also responsible for maintaining office supplies, equipment, and vendor relations for all locations.

### Payroll/HR Specialist

Nickels and Dimes, Inc.

06/1999 — 12/2000  
Carrollton, TX

Responsible for insuring that the company's payroll was processed, transmitted, and delivered for 100 locations with 500 employees in 48 states. Verified and processed incoming unemployment claims and appeals for 100 locations. Developed system to verify accuracy of company bonus plan. Managed customer injury reporting system. Sending required new hire reports to various state agencies. Assisted Payroll/HR Manager with loss prevention and workers compensation issues.

### Payroll Administrator

Odesco Temps

10/1995 — 05/1999  
Dallas, TX

Assigned to Michael's Stores Inc. corporate payroll department in Irving, TX. Verified all incoming information assuring company policies and procedures were followed. Input payroll information for approximately 10,000 associates. Manual Check processing. Employment verification. Customer service support relating to payroll policies and procedures. Committed to keeping up to date working knowledge of payroll laws and procedures.

### Shipping/Mail Room Associate

Michael's Stores, Inc.

07/1993 — 08/1995  
Irving, TX

Responsible for managing and coordinating all of the shipping and mailing needs for Michael's Stores, Inc. corporate office in Irving, TX. Duties included keeping track of deadlines and shipping the company's payroll checks to their many various retail locations in the United States and Canada.

## Education

**Bachelor of Science: Kansas State University  
Manhattan , KS**