

Tracy Lawson

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Summary

Knowledgeable payroll accounting professional with over six years of progressive experience including strong understanding of payroll system evaluation and conversion.

Notable Accomplishments

- Successfully converted rapidly growing \$10 million corporation to a single ERP integrated software program ahead of schedule and under budget.
- Created new training and support program that resulted in increased employee satisfaction and improved accuracy rates.
- Nominated for Employee of the Year Award by Payroll Manager.
- Received outstanding performance appraisal and awarded two salary increases within first six months of employment.
- Received specialized training in payroll processing to provide assistance during employee leave of absence.

Testimonials

Tracy has been a invaluable asset to our company for the past five years. She successfully managed a very difficult payroll conversion for our company and accomplished this project under a very tight budget and timeline.

- **Cindy Simpson, Director of Accounting, Northwest Management Company**

Experience

Northwest Management Company

Payroll Analyst · Portland, Oregon · 10/05 - Current

Northwest Management is a \$10 million retirement community management company. and then some... Ongoing responsibilities for managing and analyzing company payroll system for 6,000 employees across 10 states. Lead successful ERP system conversion from Kronos to ADP.

- Finished the time sheet entry conversion on time and on budget in 3 months
- Weekly payroll responsibility for 6000 employees
- ERP system conversion began July 2007 and completed July 2008. Total project budget \$43,000
- Successfully converted rapidly growing \$10 million corporation to a new ERP integrated software program ahead of schedule and under budget
- Created new training and support program that resulted in increased employee satisfaction and improved accuracy rates

Lead Payroll Specialist · Portland, Oregon · 10/03 - 10/05

Lead payroll specialist and supervisor for eight payroll clerks processing payroll for over 6,000 employees. Responsibilities included payroll processing, taxes and garnishments.

- Promoted to lead position after six months of employment as Payroll Clerk
- Nominated for Employee of the Year Award by Payroll Manager

Mid-State Grocers

Office Manager · St. Louis, Missouri · 3/00 - 3/09

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- Relied upon as primary accounting support during staff absences
- Received specialized training in payroll processing to provide assistance during employee leave of absence
- Received outstanding performance appraisal and awarded two salary increases within first six months of employment

Education

Chemeketa Community College

AA Degree - Liberal Arts · Portland, Oregon 12/04

- Student Activities Committee member 1997

Sprague High School

Regents Diploma · Salem, Oregon 6/99

- Yearbook Committee

Skills

Certifications

- Microsoft: MCPD 2/09
- Cisco: MCPE 2/09

Other Skills

- Microsoft Office
- ERP/Payroll Systems

Personal Interests

- Member, Portland Metropolitan Payroll Association