

Alex Zudin

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OBJECTIVE: To obtain a Payroll Manager position with a company that can utilize an individual with experience in payroll, human resources, and the hospitality industry

EDUCATION:

2006 – 2010 **CALIFORNIA STATE UNIVERSITY NORTHRIDGE** Northridge, CA
Bachelor of Science in Business Management

WORK EXPERIENCE:

06/2019 – present **Payroll Manager** Universal City, CA

NBCUniversal Media / Universal Studios Hollywood

- Oversee 10 direct reports (1 Payroll Analyst, 8 Payroll Administrators and 1 Cashier)
- Utilize Kronos Workforce and Timekeeper as two integrated payroll systems
- Ensure that daily pay activity is correctly captured and paid for 8,000 employees within 13 different unions at Universal Studios Hollywood (USH) and City Walk (CW)
- Create payroll related training materials and SOP's for USH and CW. Conduct weekly classes for Managers and above with class sizes ranging up to 100 leaders
- Partner with Senior Management of Park Operations to ensure sufficient support and accountability for correct clocking, pay practices, and policies
- Build report / audit templates in excel using vlookups, conditional formatting, pivot tables and etc...

08/2016 – 06/2019 **Human Resources & Payroll Manager** Los Angeles, CA

Jones & Associates Accounting for Nonprofits

- Balanced payroll accounts for 15 different clients with a total over 1,500 employees
- Utilized ADP Workforce, ADP TotalSource, ADP Run, Paychex Flex, Paychex Preview, Telepayroll, and Gusto
- Managed and directed all aspects of multiple payrolls to include payroll, time and attendance, time off policies, tax compliance, and W2s
- Managed all calculations and print jobs for pro rates, final checks, bonus payouts, and severance pay.
- Updated payroll records for all clients by reviewing and approving changes in exemptions, insurance coverage, savings deductions, job titles, and department / division transfers
- Advised clients on compliance with federal, state, and local legal requirements. Enforced adherence to requirements, advised management on needed actions
- Managed employee relations, recruiting, performance management, compensation and wage structure
- Diverse client roster included: KCRW radio station, LA Dodgers Foundation, LA Mayor's Fund, SAG Aftra Foundation, Community Clinic Association of LA County, and GLAAD

01/2014 – 08/2016 **General Manager** Los Angeles, CA

Aryzta / La Brea Bakery

- Promoted from AGM to GM within 6 months of employment
- Successfully launched a new operation, hired and trained staff, designed everything from sequence of service to training manuals for the business
- Managed a team of 90 employees and 4 managers
- Managed all aspects of the café / restaurant, hiring and terminations, schedules, inventory, catering, payroll, ordering, supervising, marketing, and social media
- Handled all employee relations issues such as conflict management, disciplinary action, and legal issues
- Managed Success Factors (a cloud based Human Capital Management Software) on daily basis