

Jennifer Owens

Payroll and Human Resources Supervisor – 6 Units

Contact

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Gun Barrel City, TX 75156
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Education

Mabank High School
Trinity Valley Community
College
Sam Houston State University

Key Skills

Marketing
Project Management
Fluent in Microsoft programs
Budget Planning
Profit and Loss Statements
Communication and training
Time management
Goal oriented
Problem-solving
Hiring and Recruiting
Payrolls
- ADP
- Paycor
Onboarding
- Snagajob
- Talent Reef
Human Resources and
Labor Audits
Supervised up to 200
employees

References

Jacob Borrego (325)370-3704
Greg DeBey (936)661-1753
Steve Hulce (919)302-1837

Experience

APRIL 2012 - PRESENT D.L. Rogers Franchise

HUMAN RESOURCES

- Recruiting strategies
- Oversee hiring process (in person, teams, skype, zoom)
- Administer background checks
- Onboarding using Snagajob, talentreef, and indeed platforms
- Insert I9s and E-Verify
- Ensure completion of WOTC documentation
- Implement training process to encourage position retention rates
- Handle employee relations issues from conflict resolution, performance improvements, appraisals, and fair disciplinary actions
- Submit worker comp claims and implement preventative measures
- Oversee unemployment claims and child support documentations
- Review benefit packages and discuss best options with staff
- Compliance and enforcement of employment laws
- Conduct monthly meetings
- Conduct exit interviews
- Ensure OSHA compliance
- Marketing strategies for positive community engagement and sales increases

ACCOUNTS RECEIVABLE ACCOUNTS PAYABLE BILLING COORDINATOR

- Ensure proper invoicing and payments to vendors
- Receive and document proper W9s for vendors
- Strong excel skills to track invoicing
- Proper coding of invoices with excellent data entry skills
- Build and maintain strong relationships with vendors
- Oversee bank deposits and credit card reconciliation
- Able to work independently and manage time effectively
- PNL budget planning for locations ranging in sales of 1 million – 3.5 million
- Project EOM PNLs on strict deadlines

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- Monitor General Ledgers daily and run reports

PAYROLL SPECIALIST

- Ensure accurate time tracking and deductions
- Identify and resolve discrepancies prior to payroll submission
- Train and support locations operating partners to improve accuracy
- Approve or deny any PTO requests with detailed PTO hours earned excel sheet tracker
- Implement and explain any PTO questions per franchise requirements to employees
- Maintain compliance with internal policies and legal regulations
- Oversee raises, promotions, demotions, and pay reductions
- Run appropriate payroll documents after each payrun
- Efficient with Paycor, ADP, and System 8 payroll companies