

# KARL SCHOTT

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## PAYROLL MANAGER & PROCESSER

**Meticulous Payroll Manager & Processor** who undertakes complex assignments, meets tight deadlines and delivers superior performance. Possesses over 15 yrs of management experience in the staffing & PEO industry specializing in payroll and billing. Working with high volume companies payrolls, union and non-union with excellent organizational skills and multi-tasking ability. Operates with a strong sense of urgency and thrives in a fast-paced setting. Adaptable to all systems.

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### PROFESSIONAL EXPERIENCE

#### **EMPLOYMENT MANAGEMENT SERVICES- Long Beach, CA: 2008-2014**

*PEO company specializing in Worker Comp coverage and payroll processing. Responsible for the process and reporting of all clients' payroll taxes, Federal, State, EDD, W2. Workers Comp claims and expenditures.*

##### **Payroll Manager**

Oversaw all payroll reporting and printing for hundreds of clients on a weekly schedule. Maintained all garnishments, direct deposit's and IWO's for all employees. Access to all bank accounts for wires and ACHing. Worked directly with Owners, Presidents and CFO's. Provided all registers and reports including prevailing wage.

- Maintained and built on an annual \$26 million dollars of billable gross wages.
- Streamlined all ACHing, Wire's & direct deposit's with banks to lower mistake ratio to near 0%
- Able to take over most day-to-day CFO duties,(not title) when he departed but not replaced.
- Contact Richard Schonfeld, CFO. Number on request

#### **WORKFORCE PERSONNEL INC. – South Gate, CA: 2000-2008**

*Heavy volume staffing company specializing in industrial, warehouse and manufacturing. Recruited, hired, and placed employees to clients on a daily schedule. Processed all payroll and time sheets for weekly payment and billing.*

##### **Payroll Manger / Senior Coordinator**

Soul in charge of entering weekly payroll data and pay batches for over 700 employees. Running daily query reports and qualifying all deductions, deposits pay/billing rates. Upholding all HR resources and industrial labor laws.

- Constructed and maintained date base of over 3000 established and potential clients.
- Increased client & employee retention by establishing extensive and personal customer service.
- Worked exclusive & directly with CEO and President of Company
- Contact Andrea Leonelli, CEO. Number on request

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#### **Education**

Rio Hondo College: Cal Poly Pomona: Fullerton College:

#### **Technical Skills**

Proficient in Microsoft Office Suite – Excel – Word – Outlook  
In-house proprietary financial software –  
ADP – Millennium Temps Plus – Summit Software

## Restaurant History

The Cellar  
305 N Harbor Blvd, Fullerton, CA 92832

Cat & the Custard Cup  
800 E Whittier Blvd, La Habra, CA 90631

La Ve en Rse Restaurant  
240 S State College Blvd, Brea, CA 92821

Dal Rea  
9023 E. Washington Blvd, Pico Rivera, CA  
90660

Anaheim White House  
887 S Anaheim Blvd, Anaheim, CA 92805

Hungry Hunter  
City of Industry

Olive Garden  
Whittier.