

SUMMARY

- 18+ years experience in the Engineering, Hospitality and Tourism industries.
- I have successfully worked within a number of small operational and payroll teams.
- My primary goal has been to gain and develop my knowledge within the payroll sector, deliver exceptional customer service, and offer forward thinking ideas to be able to deliver a value added service back to the business.

DEMONSTRATED SKILLS AND ABILITIES

- Excellent communication skills (written and verbal).
- Strong attention to detail.
- Excellent time management skills.
- Ability to work independently or as part of a team.
- Capable of managing a diverse range of tasks ensuring strict deadlines are met.
- Ability to prioritise a high volume workload.
- Outstanding customer service skills.
- Ability to interpret EBA's and Awards.
- Subject Matter Expert Kronos Workforce Central Timekeeping System
- Microsoft Word and Excel (intermediate)
- PSE, SAP, THP Payroll Systems
- Kronos Workforce Central Timekeeping System
- Cognos Impromptu Reporting
- Liaison for Work Cover Queensland, Centrelink, Child Support, Paid Parental Leave

EXPERIENCE

ASGARD III PRODUCTIONS PTY LIMITED – THOR, RAGNOROK

- **ASSISTANT PAYROLL ACCOUNTANT**
- April 2016 -

TITAN PRODUCTIONS PTY LIMITED – KONG, SKULL ISLAND

- **ASSISTANT PAYROLL ACCOUNTANT**
- November 2015 – April 201

MUKIRI PRODUCTIONS PTY LIMITED – PIRATES OF THE CARRIBEAN 5, DEAD MEN TELL NO TALES

- **ASSISTANT PAYROLL ACCOUNTANT**
- November 2014 – September 2015

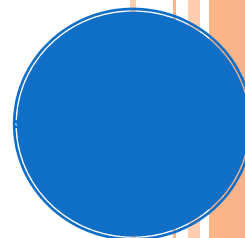
Liasing with staff, employees and Payroll Service provider on payroll related queries

Calculation and processing of pay adjustments and weekly payroll

Interpret and apply payroll legislation, awards and processes

Create and maintain staff records and filing

Coordinate and manage weekly payroll function for 1800+ employees



VILLAGE ROADSHOW THEME PARKS

- **TESTING ANALYST**

- **June 2013 – November 2014**

Deliver the testing function on Kronos (Workforce timekeeping system) and Figtree (Group Health and Safety system) upgrade projects including planning, preparation and execution of system testing within established testing environments to support both primarily project and some BAU changes. Support and assistance in maintaining and improving best business practice testing environment. Develop training documentation, processes and procedures
Deliver training to business Subject Matter Experts

VILLAGE ROADSHOW THEME PARKS

- **ACTING PAYROLL MANAGER**

- **SENIOR PAYROLL OFFICER**

- **PAYROLL OFFICER**

- **February 2007 – December 2013**

Manage the end to end payroll function for Village Roadshow Theme Parks business consisting of Movie World, Sea World, Wet n Wild, Australian Outback Spectacular and Paradise Country for approx. 2500 employees utilizing Northgate Arinso PSE payroll system and Kronos Workforce Central Timekeeping system.

Manage the performance of the payroll team through monitoring and assessing performance, ensuring adequate training for team members, sharing knowledge and providing regular and opportunities for development.

Ensure the timely, effective and accurate processing and completion of all payroll processes through planning, directing and allocating of work within the payroll team as appropriate.

Ensure the integrity of the payroll / time and attendance information through the accurate configuration and maintenance of these systems, managing, monitoring and reviewing processes to ensure accuracy and compliance to all relevant statutory requirements.

Facilitate continuous improvement and cost reduction initiatives by monitoring, refining and making recommendations for processes both within the payroll function and Village Roadshow Theme Park business.

EDUCATION

- One Step Further • 2012
Diploma of Business Management
- Auckland Institute of Studies • 1994
ATITB Certificate 1 & 2 Travel and Tourism
- Frontline Service
- Practical Payroll Administration

REFEREES

- Angela Kenny
Prepshoot Post Pty Limited
0428 193 190

Lynn Paetz



Production Accountant – Mukiri Productions

0413 056 670