

Alyssa Krieger, CAPM

Kriegera9@gmail.com | 810-623-5831 | linkedin.com/in/alyssa-krieger

SKILLS

Project management | Payroll Compliance & Audits | ADP Workforce Now | ProBusiness | MS Office Suite
ADP eTime | Client Relationship Management | Strategic Thinking | Onboarding | Recruiting | Conversational Mandarin

EXPERIENCE

Gibson Dunn & Crutcher, LLP | Los Angeles, CA

Payroll Specialist | March 2021 – Current

- Lead payroll operations for the L.A. and D.C. offices by coordinating and executing payroll for 2,000+ staff and attorneys, which results in 18-25 million dollars processed twice monthly.
- Managed a payroll software system migration from ProBusiness to ADP Workforce Now; Performed parallel testing and ensured the new system worked efficiently.
- Supported the Hong Kong, Beijing, Singapore, and Dubai offices transition to a new ADP software that tracks employee time; Met with stakeholders in each office and ran employee test data through the ADP eTime software.
- Developed expertise on state, county and city labor laws in CA, CO, DC, TX, NY to consult managers about employee work schedules to ensure labor laws are followed.
- Addressed a glitch in employee W-2s in Workforce Now by training three team members to fix the issue and adjusted 50 employee W-2s.
- Execute onboarding and offboarding ~200 Summer and Fall Associates into the payroll system.
- Meet with new employees in their first few months as part of a mentorship program to help them adjust and navigate the company.
- Provide support to troubleshooting General Ledger discrepancies in coordination with the Finance Department.

AppleOne | Long Beach, CA

Operations Associate & Recruiting Coordinator | February 2020 – February 2021

- Processed weekly payroll reports for up to 200 temporary associates and managed the recruiting of skilled candidates and maintained appropriate records at all times.
- Highly knowledgeable on sourcing techniques, recruitment strategy, process administration, and current state and local employment laws.
- Sourced and screened candidates for temporary, temporary-to-hire, and direct hire positions using an internal customer relationship management system that tracked applicants through completion to satisfy monthly KPIs.
- Utilized exceptional negotiation skills in discussions with candidates about salaries and position needs.
- Created a tracking system for all COVID cases involving employees for compliance using Google Office Suite.

Gift of Life Michigan | Ann Arbor, MI

Assistant | January 2018 – January 2020

- Co-Chair for the Gift of Life Campus Challenge winning team, Michigan's only federally designated Organ and Tissue Recovery Program, which required developing a plan to register over 2,000 new organ and tissue donors statewide.
- Collaborated with 60 volunteers and partnered with the police department and local news to increase registration.
- Managed office operations and communications with the public, transplant patients, donor family members, and medical staff about Gift of Life Michigan, using DonorTrac to track communication.

Brightstar Care | St. Clair Shores, MI

Finance Manager | March 2016 – January 2018

- Performed weekly ADP billing to 25+ private clients and insurance companies and processed weekly payroll using ADP Workforce Now for 50+ employees.
- Aided in scheduling interviews, recruiting and on-boarding new employees, processed paperwork, performed background checks and verified references using internal CRM and applicant tracking systems.

CERTIFICATIONS

Certified Associate in Project Management (CAPM) | November 2022 | Project Management Institute

EDUCATION

Wayne State University - Mike Ilitch School of Business | Bachelor of Business Administration

Major: Marketing Management | Minor: Mandarin and Asian Studies

Study Abroad - China (Beijing, Shanghai, Wuhan) | Coursework in Global Supply Chain & Marketing