



SYMONE ROBINSON

SENIOR
IMPLEMENTATION CONSULTANT

PROFILE

Experienced implementation consultant extensive expertise within HCM implementations of products such as Payroll, Human Resources, and Time management software, amongst others (Benefits, ACA, People Insights).

As a core implementation consultant, I am responsible for offering my clients a consultative approach, as well as managing my project along the way to ensure a smooth implementation and a deliverable solution that will assist them with their full life cycle of their employees.

CONTACT

robinsonsymone1@gmail.com

706-945-2287

Evans, Georgia

EXPERIENCE

SENIOR SOLUTIONS CONSULTANT | ULTIMATE KRONOS GROUP (UKG)

FEBRUARY 2022-PRESENT

Solution expert implementing UKG-ready solutions. Performed system configuration, data conversion/clean-up, testing, tax engine setup, and parallel processing to transition to go-live status. Responsible for multi-state payroll processing and maintaining the integrity of client/employee payroll database.

Define areas for improvement including improved system utilization, user training needs, and/or process reengineering. Cross-trained in various value-add modules to include ACA, People Insights and Benefit plan setup.

Skilled in HRMS/Payroll, Excel, Access or other Microsoft products Provide system and functional support including Ready HRMS/Payroll, Ceridian Payroll Products, Self Service and Time & Labor Management. Project Management Support to clients

Key Accomplishments

- Consistently exceeded implementation quota. Currently FY 24 lead consultant on time to live metric.

NEXT GEN IMPLEMENTATION CONSULTANT III | PAYROLL SOLUTION SPECILAIST | ADP

AUGUST 2016-FEBRUARY 2022

NEXT GEN IMPLEMENTATION CONSULTANT III

Implemented ADP Next Gen solutions task included pay rules definition, timekeeping system configuration, data conversion/clean-up, testing, parallel processing and transition to go live status. Assess client payroll practices and define areas for improvement including improved system utilization, user training needs, and/or process reengineering. Define and document proper procedures for

CERTIFICATIONS

Google Project Management Professionals Certification



Google Professional Certifications

(Completion scheduled August 2024)

Fundamental Payroll Certification



American Payroll Association

payroll processing. Perform tax filing, general ledger, and other payroll-related reconciliation tasks.

Comprehensive Services | Payroll Solution Specialist

Consulting stakeholders on streamlining payroll processes and procedures. Trained stakeholders on ADP system payroll solution needs and open items. First point of contact for both stakeholders and their administrators. Performed as payroll subject matter expert during the onboarding process for new stakeholders. Knowledgeable in Federal, multi-state, and local payroll laws and guidelines. Work closely and often alongside the Comprehensive Service Team Relationship Managers to retain stakeholders.

Comprehensive Services | Payroll Consultant

Assess client payroll practices and define areas for improvement including improved system utilization, user training needs, and/or process reengineering. Provided day-to-day functional and payroll management support to achieve accurate payroll results where the client environment dictates. Oversee client payroll and administrative staff. Define and document proper procedures for payroll processing. Perform tax filing, general ledger, and other payroll-related reconciliation tasks.

EDUCATION

EAST GEORGIA STATE COLLEGE

BUSINESS ADMINISTRATION

KEY SKILLS AND CHARACTERISTICS

- Project Management Methodologies
- HCM Software Proficiency
- Project Budgeting, Scheduling, and Time Management
- Scope Management
- Quality Management
- Critical Thinking
- Communication and Negotiating Skills
- Payroll Configuration and Processing Knowledge

-
- Payroll, Garnishments, and Benefits Distributions
 - Payroll Tax Laws
 - HRM Knowledge and Expertise -Benefits
Administration and Management