

# SHEILA BREWTON

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Experienced Human Resource and Payroll Administrator seeking an opportunity to utilize my skills and expertise to contribute to the success of your organization.

## SKILLS

- Payroll Processing
- Benefits Administration
- Proficient in Great Plains, Quickbooks, Greenshades, Outlook, Excel, Word
- Adaptable, quick learner
- Strong ability to maintain confidentiality
- Accounts payable experience
- Establish effective working relationships

## EXPERIENCE

JANUARY 2005 – JULY 2021

### PAYROLL/HR, CONTINENTAL FIELD SYSTEMS

- Facilitated and managed new hire orientation process.
- Compiled and posted employee payroll data, prepared weekly paychecks/per diem, and W-2's annually for 80+ employees, reconciled payroll discrepancies, managed direct deposits.
- Managed enrollments, deductions, and reporting for benefits programs including 401K, health, dental, vision, etc.
- Completed employment verifications, unemployment paperwork, garnishments, etc.
- Maintained employee records, processed terminations, and tracked vacation time.
- Prepared monthly reports and checks for local unions.
- Reported and managed Worker's Compensation claims.
- Answered multi-line phone system, routed customer calls.

## EDUCATION

JUNE 1991

### MEDICAL ASSISTING DIPLOMA, SAVANNAH TECHNICAL COLLEGE

Graduated with Honors

JUNE 1990

### DIPLOMA, GROVES HIGH SCHOOL