

Thomas Durbino

Payroll Clerk

Wilmington, NC 28405

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I excel at the chance to interact with new people, and explore new job opportunities as they relate to a possible career advancement.

Authorized to work in the US for any employer

Work Experience

Payroll Clerk

Entertainment Partners - Wilmington, NC

September 2021 to April 2022

Responsible for gathering and verifying all crew I9's

Had to print and match all paystubs with timesheets, and then kept hardcopies filed by date in the office

Handed out checks on a weekly basis, on set

Helped crew troubleshoot common payroll issues including

Direct Deposit set up

Any pay discrepancies

Tax information

Trash Collector

Valet Living - Wilmington, NC

August 2017 to September 2021

After putting four years in at this job it is time to move on. I have pretty much done everything except payroll. The list follows

- 60-70 flights of stairs a night with up to 75lbs on my back
- Day shifts consisting of groundskeeping, breezeway maintenance, and other tasks concerning the well being of the property
- As a Lead I was in charge of close to 30 different Valets, fielding calls concerning problems on certain properties, than troubleshooting those issues on the fly
- We have over 35 different properties around town and it was my responsibility to make sure our service was going smoothly every night
- If anyone called out or didn't show up I was my District Managers go to guy and would always take on the extra responsibility

Service Maintenance Technician, Cashier

McDonalds - Wilmington, NC

January 2016 to January 2017

Clean the fryers, take out the trash and leftover cardboard, Provide customer service, have worked presenting, taking order both up front and in both drive through windows

Stay at Home Dad

Durbino Inc. - Wilmington, NC
December 2012 to January 2016

Responsibilities

Taking care of 3 girls, ages 2, 4, and 6. This includes getting the oldest two ready for school and feeding them all breakfast, lunch, and dinner. I also got each ready for bed every night which meant supervising bath and story time. Handled conflict resolution on many occasions as well. And helped with homework when applicable.

Accomplishments

I saw my children begin to blossom into young ladies.

Skills Used

Time management, conflict resolution, and multi tasking

Office Assistant I

Food Lion - Leland, NC
June 2012 to December 2012

Accountable for every cash register being over/short at the end of the night, as well as counting the safe at the beginning of each shift. During each shift I was solely responsible for handing out loans to registers running low on cash and doing pick ups on registers with a surplus of cash. While working this position I troubleshooted other cashiers problems while offering excellent customer service to each customer, which included doing returns, refunds, money orders, lottery tickets, and any Western Unions as needed. I voluntarily left Food Lion due to an advancement my wife received in her career, I was needed as a stay at home father.

Bus Driver

New Hanover County Schools - Wilmington, NC
September 2008 to November 2011

Required a Class B CDL and was a two part job, two to three hours in the morning and anywhere from four to five hours in the afternoon. Before each departure I had to preform a pre-trip inspection of the bus checking for any factor that might make the bus unsafe. Each morning and afternoon I had to follow a pre-determined route for picking up the children and taking them home. I was also the mediator whenever there was a conflict between the students. Due to budget cuts I was laid off.

Sales Associate/Customer Service

Bed Bath and Beyond - Wilmington, NC
March 2007 to August 2008

Customer service was the backbone of my job. That included getting to know each product in the store and being able to answer any type of question a customer asked. During my time with the company I worked in all four sides of the store, softside, hard side, receiving, and front end which included cashier duties. Other responsibilities included online orders for customers and stocking items from the back and also top stock which meant moving items 50-70 lbs in weight up and down a twenty foot ladder. I left Bed Bath and Beyond due to the lack of hours I was receiving.

Lead Student Assistant

UNCW - Wilmington, NC

August 2004 to February 2007

Started off as a Student Assistant who sat behind a desk and swiped identification cards for students to gain entry into the computer labs. after being promoted I became responsible for making sure all seven labs around the campus were stocked with paper and toner and had working computers. Once a year each computer was required to be updated which I preformed by downloading the updates off a central drive at the University. Once I left school I was no longer eligible to work on campus.

Education

BA (Pending) in English

UNCW - Wilmington, NC

2004 to 2007

High School Diploma, all AP and Advanced classes in College Prep

Eugene Ashley High School - Wilmington, NC

2001 to 2004

Skills

- Excellent customer service abilities, very familiar with Microsoft operating systems including all aspects of Microsoft office, tech savvy, excellent comprehension of the English language (written and verbal), Boy scouts of America Eagle Scout
- Volunteer at Red Cross and Habitat for Humanity (1 year)
- Flexibility
- Reliability
- Team Work
- Problem-solving
- Groundskeeping

Awards

Eagle Scout of America

May 2002

Order of the Arrow

June 2000

Secret society within Boy Scouts of America

Additional Information

References available upon request.