

# GISSELLE A. TORRES

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References are available upon request.

## OBJECTIVE

I am currently a senior industrial engineering major on the early MBA track at Lamar University. I am seeking a full-time position with a reputable company to utilize the skills that I have acquired to ensure business needs are met and resolved. I am open to intern/entry-level engineering/business positions or any available positions that are best suited with my background.

## EDUCATION

**Spring 2020 – Present**

**Lamar University**

**Beaumont, TX**

Bachelor of Science in Industrial Engineering/ Master in Business Administration (MBA) in Business Analytics

GPA: 3.121

Expected graduation date: B.S. - May 2023/ MBA- May 2024

## SKILLS AND INTERESTS

- Languages: English (fluent), Spanish (fluent), pursuing French.
- Softwares and Certifications: Google Data Analytics Certification (in progress); Microsoft Office Specialist in Word, PowerPoint, and Excel; Data entry: 66wpm, 13800kph (10-key); MATLAB 2017; AutoCAD 2017, AutoCAD 2019; Revit; Autodesk Fusion 360; Oracle Voyager; Quickbooks; OpenInvoice; Taulia; Actian; SAP; Python; Raspberry Pi; MySQL; R; Tableau; Arena; SAP Analytics Cloud
- Interests: Learning new skills, painting, teaching, promoting the representation and education of females in STEM.

## RECENT WORK EXPERIENCE

**October 2021 – October 2022**

**Wood Group USA, Inc**

**Houston, TX**

*Financial Analyst – John Wood Group PLC*

- Audit internal and external projects in accounting and report any discrepancies.
- Assist in creating reports and database applications to promote better flow of information between different groups within the department.
- Review and analyze data to identify trends or problem areas and formulate strategic solutions to address any deficiencies.
- Prepare monthly and annual financial reports as assigned.

**November 2020 – October 2021**

*Accounts Payable Processor – John Wood Group PLC*

- Handled day to day accounts payable duties including the processing of manual invoices for Canada and US locations (~100 invoices daily).
- Managed multiple mailboxes to resolve urgent company issues by directly communicating with vendors and suppliers.
- Worked with the credit card reconciliation team to ensure that all US and Canada transactions have been accounted for and are valid.
- Trained new employees to create a smooth transition between the Houston FSC team and the India FSS team.

## PAST PROFESSIONAL EXPERIENCE

**September 2019 – October 2020**

**Consolidated Electrical Distributors**

**Pasadena, TX**

*Accounting Clerk – CED Industrial*

- Accurately paid invoices amounting to \$175k daily for material received and process credits/ create debits ~\$10k monthly to increase profit within the company.
- Kept track of all payments and expenditures (purchase orders, invoices, statements, debits/credits) to maximize the purchases and profit of our \$3.6 million inventory.
- Improved department efficiency by decreasing the number of unprocessed invoices by 90.3% in a span of 3 months.
- Generated month-end reports such as cash balances, AP aging report, AR aging report.
- Ran daily metrics to keep numbers in balance and monitor sales by creating reports and submitting to executive team.

**June 2018 – September 2019**

**Frost Bank**

**Houston, TX**

*Bank Teller – Banking, Investments, Insurance*

- Provided teller services while meeting Teller Performance Standards and provided quality customer service.
- Maintained proper cash on hand and prepared daily settlement of teller cash along with proof transactions for \$135k daily.
- Managed risk while actively practicing loss prevention (<0.01%).
- Performed additional customer services such as selling promotional items; filling change order requests; wire transfers; bankcard advances; and exchanging negotiable instruments.

**July 2015 – August 2016**

**Shell Oil Company**

**Deer Park, TX**

*Accounting Assistant – Shell Deer Park Refining Company*

- Processed financial checks for the site and ensured the accuracy of daily expenses that occurred throughout the plant.
- Developed expertise in the coordination of major events such as vendor lunches, volunteering events, and fundraisers for the site.
- Gained thorough understanding of the financial aspect used to ensure the approval of future projects by working closely with the site manager and project managers.

## ORGANIZATIONS/AWARDS

The Terry Foundation – *Traditional Terry Scholarship Recipient*; Institute of Industrial & Systems Engineers – *Active Member*; Society of Hispanic Professional Engineers – *Active Member*; Alpha Delta Pi – *Vice President of Finance*; Society of Women Engineers – *External Events Coordinator*