

# Christian Torres

Entry-Level HR | Payroll Processing | Employee Training

Email • linkedin.com • San Antonio, Texas

## Summary

Eager recent graduate aiming to leverage solid academic foundation in HR, bustling with hands-on experience as an intern, where I assisted in payroll processing and organizational training. Demonstrated proficiency in problem-solving and communication, striving to foster a positive work environment.

## Experience

**Wells Fargo** San Antonio, Texas  
Human Resources Intern 2021 - 2021  
Assisted HR team with payroll processing, employee training, and addressing employee concerns in a timely manner

- Aided in payroll processing for over 200 employees weekly resulting in a 5% decrease in payroll errors
- Assisted in the organization and execution of 4 quarterly training sessions for 500+ staff members
- Resolved employee issues in a timely manner, improving employee grievance resolution by 30%

## Volunteering

**San Antonio Food Bank**  
Volunteer 2018 - 2021  
Assisted with meal preparations and distributions for the underprivileged

**Workforce Solutions of Greater Dallas**  
Workshop Assistant 2017 - 2018  
Assisted in organizing workshops and training to enhance job-seekers skills

## Strengths

★ <b>Communication</b> Utilized excellent communication skills to resolve 95% of employee issues during internship	💡 <b>Problem-solving</b> Implemented an efficient workflow process to reduce employee grievances by 40%	★ <b>Teamwork</b> Collaborated with a team of 12 to organize company-wide training sessions
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## Education

**The University of Texas at San Antonio** San Antonio, Texas  
Bachelor's in Business Administration, Human Resources 2017 - 2021

## Skills

Microsoft Office • Payroll Processing • Leadership • Project Management • Employee Relations

## Certification

People Analytics — Gained proficiency in data-driven HR strategies with Coursera

Essentials of Human Resources — Understood HR's strategic potential with AMA

## Interests

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### Community Service

Enjoy giving back to the community by participating in local food drives and clean up efforts



### Continuous Learning

Keen interest in expanding knowledge in HR practices and enhancing HR skills

## Languages

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English Native ●●●●●

Spanish Proficient ●●●●●