

# BRITTANY TORRES

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## Qualifications

- Capacity to multi-task under pressure.
- Willingness to learn and adapt to various situations.
- Self-motivated, maintaining a high level of energy.
- Honest, reliable, and punctual.
- Fluent in English and Spanish.

## Experience

**Summit Erosion Control;** San Diego, CA  
*Office Assistant*

November 2018 - Present

- Time keeping of 50+ external workers with daily data entry in Excel.
- Generating daily journals of projects, materials, and work done on Service Fusion.
- Working in collaboration with the billing department to create sale orders on QuickBooks.
- Attend to phone calls, scheduling jobs, and light filing.

**HL Welding Inc.;** San Diego, CA  
*HR Administrator*

September 2017 - September 2018

- Handled all payroll related duties.
- Coordinated HR operations such as the onboarding/offboarding of employees.
- Maintained employee documents and employment verifications.
- Updated and posted OSHA record keeping forms.

**Instaweb/Codeloft;** San Diego, CA  
*Receptionist/Graphic Designer*

August 2016 - September 2017

- Designed 150+ icons for Instaweb, a new user-friendly website builder.
- Summarized and created timelines of important transaction due dates for business partners.
- Kept well informed on competing websites to enhance website traffic.

**Shape House;** Los Angeles, CA  
*Receptionist*

November 2015 - June 2016

- Managed front desk operations by responding to emails/calls, upsold client memberships, and updated inventory lists while remaining organized and efficient.
- Scheduled, rescheduled, and cancelled appointments based on client and staff availability.
- Informed clients of new deals to increase customer base.

## Education

**UCSD Extension-** Full Stacked Developer Coding Bootcamp  
**Le Cordon Bleu-** Associates Degree, Pasadena, CA

May 2019 - Present  
Fall 2013-May 2015