

HR Generalist

Sophia Turner

Professional summary

Dedicated and detail-oriented HR graduate with a strong foundation in recruitment, employee onboarding, and HRIS systems. Proven ability to collaborate with cross-functional teams, streamline HR processes, and contribute to positive workplace environments.

Experience

HR Intern

January 2023 - Now

H-E-B Grocery Company / United States, San Antonio, TX

- Collaborate with the recruitment team to post job advertisements across multiple platforms, ensuring a diverse applicant pool for 50+ open positions quarterly.
- Schedule interviews and conduct initial resume screenings for entry-level roles, reducing time-to-hire by 20%.
- Maintain accurate and up-to-date employee records using Workday, ensuring compliance with legal and company standards.
- Facilitate onboarding processes by preparing new hire packets, coordinating training schedules, and conducting orientation presentations for groups of up to 15 employees.
- Compile and analyze HR data, such as turnover rates and engagement metrics, to identify trends and inform management decisions.

Customer Service Associate

June 2021 - December 2022

Target Corporation / United States, San Antonio, TX

- Delivered exceptional customer service by handling inquiries, resolving issues, and proactively assisting customers with their needs.
- Trained 10+ new hires on company policies, operational procedures, and best practices, enhancing team efficiency.
- Assisted the management team in creating weekly schedules and monitoring inventory levels to ensure operational excellence.

Volunteering

Career Services Volunteer

August 2021 - December 2022

University of Texas at San Antonio

(555) 654-9874

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United States, San Antonio, TX

Education

Bachelor of Business Administration in Human Resource Management

2020 - 2024

University of Texas at San Antonio


United States


- GPA: 3.8/4.0
- **Relevant Coursework:** Talent Acquisition, Compensation & Benefits, Employee Relations, Organizational Development
- **Honors and Awards:** Dean's List (6 semesters), Academic Excellence Scholarship

Certifications


- **Professional in Human Resources (PHR)** – HRCI, Certified: May 2023
- **SHRM Certified Professional (SHRM-CP)** – SHRM, Certified: March 2023


Skills

BambooHR, Workday, and ADP Workforce Now 

Excel (pivot tables, VLOOKUPS), Word, and PowerPoint 

Google Sheets and Tableau 

Strong interpersonal and communication skills 

Ability to multitask and meet deadlines 

Passionate about fostering inclusive and collaborative workplace cultures 