

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

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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 