

GT

George Torres

Human Resources Manager

CONTACT INFORMATION



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EDUCATION

- **B.A. in Psychology, University of North Carolina at Chapel Hill, 2016**
- **SHRM-CP, Society for Human Resource Management, certified 2019**

KEY SKILLS

- Workday, BambooHR, Lattice, Greenhouse
- Employee relations and investigations
- Full-cycle recruiting
- Performance management cycles
- Compensation planning and benchmarking
- Benefits administration and open enrollment
- FMLA, ADA, FLSA compliance
- HR analytics and reporting
- Manager coaching

ABOUT ME

HR Manager with eight years partnering with engineering and operations leaders across two mid-size SaaS companies. Built hiring programs that closed roles in under 38 days and rebuilt a performance review cycle that managers actually completed on time. SHRM-CP certified, comfortable owning HRIS migrations and tough employee relations calls.

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES MANAGER | LARKFIELD ANALYTICS, RALEIGH, NC 2021 - PRESENT

- Lead a team of 3 HRBPs supporting 410 employees across engineering, sales, and customer success
- Cut average time-to-fill from 61 days to 37 by rewriting intake briefs and adding structured panel scoring
- Rolled out a new performance review process in Lattice with manager training; on-time completion went from roughly half to nearly all managers in two cycles
- Handle escalated ER cases (15-20 per year) including investigations, separations, and accommodation requests
- Partnered with finance on annual comp planning for a \$4.2M merit and equity budget

HR GENERALIST, SENIOR | BROOKMERE SOFTWARE, DURHAM, NC 2018 - 2021

- Owned full-cycle recruiting for product and design roles, hiring 47 people over three years
- Rebuilt the onboarding program with role-specific 30/60/90 plans; new hire 6-month retention climbed into the low-90s
- Ran open enrollment for medical, dental, vision, and 401(k); served as primary broker contact
- Acted as HRIS admin in BambooHR and supported the migration to Workday in 2020

HR COORDINATOR | BROOKMERE SOFTWARE, DURHAM, NC 2016 - 2018

- Processed bi-weekly payroll for 180 employees through ADP with zero off-cycle errors in 2017
- Coordinated I-9, E-Verify, and background checks for all new hires
- Drafted offer letters, separation agreements, and employment verification responses