



Tomás Pérez

Human Talent Manager

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REFERENCES

EPM
Vanessa Amaya Gil
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Némesis S.A.
Shirley Vera
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SKILLS

- Leadership
- Communication
- Decision making
- Time management
- Teamwork
- Adaptive

LANGUAGES

- Spanish Native
- English B2

PROFILE



[LinkedIn](#)

ABOUT ME

Technologist in Human Talent Management, with knowledge and experience in customer service, definition and execution of wellness plans, recruitment, selection and onboarding of personnel, payroll, document management and administration of quality management systems. I am characterized by my communication skills and goal orientation that facilitate my integration and growth in work teams.

EXPERIENCE

**April 2021 to
October 2021**

EPM - Human Resources Intern

For six months, I developed wellness, recruitment, staff onboarding, document management and customer service activities. In addition, I accompanied the company's cloud upgrade processes.

**January 2022 to
August 2023**

Némesis S.A - Administrative and Human Resources Assistant

I was in charge of the activities of Document Management, Recruitment, Linkage, Induction, Training, Performance Evaluations, Workplace Well-being, Inventory Management and the management of some services offered by the company. Part of my tasks included the continuous improvement of the SGSI, SGC and the different processes, procedures and policies of the company.

**October 2023 to
July 2024**

Webhelp - Customer Service Representative

During this period I participated in a bilingual chat and email account, aimed at the public of a Marketplace focused on the sale of collectible and daily-use sneakers. I managed to perform with great performance, reaching very good averages in customer satisfaction.

EDUCATION

2018 - 2019

Payroll and Social Benefits Technician

Taught at the SENA regional school in Antioquia, at the Commerce headquarters, in person.

2020 - 2021

Technology in Human Talent Management

Taught at the SENA regional school in Antioquia, at the Commerce headquarters, in person.

2024

Occupational Health and Safety Course

Course taken at SENA in virtual mode