

Aralyn Quinzi

Onboarding Specialist

Profile

Dedicated Onboarding Specialist with 1 year of experience in facilitating seamless employee transitions and driving organizational success. Expertise in process improvement, creating engaging onboarding materials, and fostering strong relationships with new hires. Demonstrated ability to efficiently manage multiple tasks while maintaining a high level of attention to detail and commitment to client satisfaction. Proven track record of exceeding expectations and contributing to a positive workplace culture.

Employment History

Onboarding Specialist at Kforce Inc., WI

May 2023 - Present

- Successfully onboarded over 150 new employees within the first year of working at Kforce Inc., WI, ensuring a seamless integration into the company culture and a positive employee experience.
- Streamlined the onboarding process by implementing a new digital platform, reducing the average onboarding time by 40%, which led to increased productivity and cost savings for the company.
- Developed and delivered customized training programs for new hires, resulting in a 30% reduction in time spent on training and a 20% increase in overall employee performance.

Associate Onboarding Specialist at ManpowerGroup, WI

Jul 2022 - Apr 2023

- Successfully onboarded 150+ new associates within the first year, ensuring a smooth and efficient integration into the company and reducing the average onboarding time by 20%.
- Streamlined the onboarding process by implementing a new digital platform, resulting in a 30% reduction in paperwork and a 25% increase in overall process efficiency.
- Conducted 50+ training sessions for new hires and team members, leading to a 15% increase in productivity and a 10% decrease in turnover rate among the trained employees.
- Collaborated with HR and management teams to develop and implement a comprehensive mentorship program, which led to a 35% improvement in new associate satisfaction and a 20% increase in employee retention rates.

Education

Bachelor of Arts in Human Resources Management at University of Wisconsin-Milwaukee, WI

Aug 2018 - May 2022

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Compensation and Benefits, Employment Law, Performance Management, Employee Relations, and HR Analytics.

Details

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Links

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Skills

Salesforce proficiency



Zoom expertise



Slack communication



Asana management



GSuite mastery



Trello organization



Microsoft Teams navigation



Languages

English



Spanish



Hobbies

Photography

Gardening

Playing musical instruments