Marisol Quenneville

HR Specialist

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SUMMARY

HR specialist with 6 years in healthcare and software, owning HRIS data, leave administration and onboarding for 900 employees. Cleaned 4,200 Workday records before a payroll migration and cut average leave-case turnaround from 9 days to 4. Writes policy guidance that managers can follow without a follow-up call.

EXPERIENCE

HR Specialist — Wolfsberry Clinic Alliance

Sioux Falls, SD · Mar 2022 – Present

- Own HRIS data for 900 employees in Workday, processing about 120 job, pay and status changes a month with a 99.5% audit accuracy rate.
- Administer FMLA, ADA accommodation and state leave for 70 open cases a year, cutting average approval turnaround from 9 days to 4.
- Cleaned 4,200 employee records ahead of a payroll provider migration, fixing 310 mismatched cost centers before go-live.
- Rewrote 12 HR policies in plain language and built a manager FAQ that reduced repeat policy questions to the HR inbox by about 35%.
- Built 6 Workday reports for headcount, turnover and leave trends that the CHRO now reviews every month.

HR Coordinator — Tinderbox Lane Software

Omaha, NE · Jun 2019 – Feb 2022

- Coordinated onboarding for 140 hires a year across 3 offices, including I-9 verification, equipment requests and day-one schedules.
- Moved offer letters and new-hire forms into DocuSign, cutting the paperwork cycle from 5 days to 1.
- Answered about 40 employee questions a week on benefits, PTO and payroll, escalating complex cases with full notes.

SKILLS

HR Systems: Workday HCM, UKG Pro, BambooHR, DocuSign

Leave and Compliance: FMLA, ADA accommodations, state paid leave, I-9 and E-Verify, EEO-1

Specialist Areas: HRIS data integrity, onboarding, policy writing, HR reporting

Tools: Excel (XLOOKUP, pivot tables), Power BI, ServiceNow HR, Teams

CERTIFICATIONS

PHR, 2023

SHRM-CP, 2021

EDUCATION

B.S. Business Administration, University of South Dakota, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.