Rosalind Quarshie-Lund

Training Coordinator, Compliance and Onboarding

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SUMMARY

Training coordinator with 5 years supporting L&D teams in healthcare and distribution. Schedules 60-80 instructor-led and virtual sessions a month across 9 sites, administers Cornerstone for 3,400 learners, and raised on-time annual compliance completion from 81% to 97%. Comfortable with trainers, managers and auditors alike.

EXPERIENCE

Training Coordinator — Piedmont Health Partners

Charlotte, NC · May 2021 – Present

- Schedule 60-80 instructor-led and virtual sessions a month for 9 clinics and 2 hospitals, booking rooms, trainers and equipment for each.
- Administer Cornerstone for 3,400 learners, building 45 curricula and assigning required courses by role and location.
- Raised on-time annual compliance completion from 81% to 97% in 2 cycles with manager dashboards and 3-step reminder emails.
- Cut new-hire onboarding from 14 to 9 working days by merging 4 orientation sessions into 2 and pre-assigning e-learning before day one.
- Reduced session no-shows from 18% to 7% by adding calendar invites, a 48-hour reminder and a waitlist that fills dropped seats.

HR and Training Assistant — Catawba Freight Logistics

Rock Hill, SC · Jun 2019 – Apr 2021

- Tracked forklift and DOT certifications for 620 warehouse and driving staff, sending renewal notices 60 days before each expiry.
- Coordinated 120+ safety classes a year across 3 distribution centers, preparing sign-in sheets, materials and attendance records.
- Moved 4 years of paper training records into the new LMS, reconciling 9,800 entries before the state safety audit.

SKILLS

Training operations: Session scheduling, trainer and room booking, waitlists, materials prep, attendance tracking

Learning systems: Cornerstone OnDemand, Workday Learning, SCORM uploads, curricula and assignment rules

Compliance tracking and reports: Annual compliance cycles, certification tracking, audit files, Excel pivot tables, Power BI

Tools: Microsoft Teams, Zoom, Outlook scheduling, SharePoint, Smartsheet

CERTIFICATIONS

Association for Talent Development (ATD) Associate Professional in Talent Development, 2023

EDUCATION

B.A. Communication Studies, University of North Carolina at Charlotte, 2019

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