

QUINCY LEON

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SENIOR HR BUSINESS PARTNER

Employee Relations | Workforce Analytics | HR Operations Leadership | Manager Advisory

12+ Years HR ▪ ~4,000 Personnel Supported ▪ 5 Locations ▪ \$7M Budget Oversight ▪ MBA, Emory Goizueta

PROFESSIONAL SUMMARY

Senior HR Business Partner who turns broken personnel processes into trusted, data-driven HR operations. Brings 12+ years advising senior leaders across a ~4,000-person, five-location workforce on employee relations, performance concerns, corrective action, and pay and benefits. Track record of **cutting personnel-data error rates from 31% to 6%**, **reducing travel spend by 50%+** on a \$7M budget, and **sustaining 100% readiness across six units**.

CORE COMPETENCIES

- HR Business Partnership
- Performance Management
- Talent Development
- Manager & Leader Advisory
- Corrective Action & Policy
- Pay & Benefits Administration
- Employee Relations
- Workforce Planning & Analytics
- Budget & Cost Control

PROFESSIONAL EXPERIENCE

HR & Financial Operations Administrator

U.S. Department of Defense | Army Reserve

Dec 2021 – Present

Atlanta, GA

- Advise leaders on HR policy, personnel actions, pay, and benefits, coordinating complex cases with finance, legal, and functional specialists — **delivering compliant resolutions on escalated issues**.
- Identified that the team had no visibility into personnel-action workload or turnaround; designed a tracker capturing workload, ownership, and processing times — **giving the team real-time queue visibility, faster processing, and the metrics used to recognize top performers in appraisals**.
- Own ~\$7M in annual funding through forecasting, variance reviews, and approval controls; consolidated travel and used qualified local personnel — **reducing travel spending by more than 50%**.

Senior HR Operations Advisor (Part-Time)

U.S. Army Reserve

May 2020 – Present

Fort Hood, TX

- Lead three HR professionals supporting a ~100-person organization; advise senior leaders on policy, performance, corrective action, and readiness — **serving as the trusted HR voice in leadership decisions**.
- Guide assignment, promotion, and development decisions based on performance and eligibility; mentor junior personnel through leadership training, team leadership, and promotion — **strengthening the organization's leadership pipeline**.
- Faced uneven proficiency across six subordinate units (300+ personnel); assessed capabilities, pinpointed development gaps, and required targeted training before validating readiness — **achieving 100% unit readiness across all six units for the full fiscal year**.

Human Resources Business Partner

U.S. Army Reserve

Apr 2018 – Apr 2020

Forest Park, GA

- Inherited a 31% discrepancy rate across pay and personnel systems; analyzed recurring error patterns, drove coordinated corrective actions, and tightened data-quality controls — **reducing discrepancies from 31% to 6%**.
- Partnered with leadership supporting ~4,000 personnel across five regional locations, analyzing workforce trends — **informing staffing, retention, and development decisions**.
- Advised leaders on corrective-action requirements and managed sensitive personnel, pay, and benefits matters alongside legal, finance, and functional partners — **protecting confidentiality and compliance on high-risk cases**.

Human Resources Generalist

U.S. Army Reserve

Apr 2014 – Mar 2018

New York, NY

- Managed the full employee lifecycle, onboarding through separation — **maintaining accurate, audit-ready records**.
- Resolved recurring pay discrepancies with finance and standardized documentation — **creating repeatable processing**.

EDUCATION & CERTIFICATIONS

Master of Business Administration (MBA) | Emory University, Goizueta Business School

May 2026

B.S., Business Administration | Trident University International

Aug 2021

Senior Professional in Human Resources (SPHR) | Exam Preparation In Progress