

QUINCY LEON

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EDUCATION

EMORY UNIVERSITY, GOIZUETA BUSINESS SCHOOL

Master's in Business for Veterans (MBV)

Atlanta, GA

May 2026

TRIDENT UNIVERSITY

BS, Business Administration

Cypress, CA

August 2021

EXPERIENCE

UNITED STATES ARMY RESERVES

Budget & Financial Operations Analyst

Atlanta, GA

2021 to Present

- Managed and monitored approximately \$7M annually in operating funds, strengthening financial controls and reducing risk related to fraud, waste, and misuse of funds.
- Analyzed organizational spending patterns and recommended cost-saving initiatives that reduced travel expenditure by more than 50% while maintaining operational effectiveness.
- Improved budget visibility and execution by enforcing phased spending plans across multiple departments, supporting more accurate forecasting and reduced budget variance.

Prepared budget variance analysis, expenditure tracking reports, and fund utilization summaries while maintaining audit-ready compliance with federal financial regulations.

UNITED STATES ARMY RESERVE

Corporate Training & Workforce Operations

Ft. Hood, TX

Senior HR Operations & Organizational Strategy Advisor

2020 to Present

- Led recurring organizational evaluations to identify execution gaps, process breakdowns, and compliance risks, partnering with leaders on corrective actions that reduced repeat deficiencies.
- Designed and implemented a centralized workflow tracking system to monitor action volume, processing times, and workload distribution, enabling leaders to identify bottlenecks and improve process efficiency.
- Translated workflow data, evaluation findings, and operational risks into executive briefings and recommendations, helping leaders prioritize corrective actions and allocate resources.
- Delivered training on performance evaluation standards, regulatory requirements, and operational processes to strengthen process adherence, execution consistency, and team support.

UNITED STATES ARMY RESERVE

Healthcare Administration

Forest Park, GA

Human Resources Business Partner (HRBP)

2018 to 2020

- Analyzed workforce readiness and administrative data across five regional locations, identifying gaps and providing leaders with targeted recommendations to improve personnel availability and operational reliability.
- Led cross-functional reviews of training and compliance processes and implemented standardized tracking and follow-up workflows to reduce overdue requirements and strengthen process adherence.
- Advised leaders on recurring attrition in critical organizational roles, recommending targeted recognition and incentive strategies to improve retention and continuity in hard-to-fill appointments.
- Translated workforce data and organizational trends into executive dashboards and recommendations supporting workforce planning, resource allocation, and policy decisions.

SKILLS

People Operations | HR Operations | Process Improvement | Workflow Design | Process Mapping | Agentic AI | AI Implementation | Workflow Automation | AI Governance | Workforce Analytics | Data Quality | SOP Development | Microsoft 365 | Excel | Executive Dashboards