

# MARCELLUS QUINN

*HR Data Analyst*

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📞 (123) 456-7890

📍 Los Angeles, CA

🌐 [LinkedIn](#)

## EDUCATION

Bachelor of Science

Business Analytics

**University of Southern California**

📅 2013 - 2017

📍 Los Angeles, CA

## SKILLS

- Workday
- Tableau
- Microsoft Excel
- R
- Power BI
- Greenhouse
- Culture Amp
- 15Five
- Visier
- Zapier

## WORK EXPERIENCE

### HR Data Analyst

**Hulu**

📅 2022 - current

📍 Los Angeles, CA

- Developed interactive dashboards in Tableau to visualize 6 workforce demographics and improve diversity tracking initiatives.
- Formulated 2 advanced Microsoft Excel models to forecast hiring needs, discovering and avoiding \$13,941 extra talent acquisition costs.
- Promoted the use of Power BI for creating data reports that streamlined HR decision-making, **lowering the average time to make key employee decisions by 3 days**.
- Researched and enforced a new HR data governance framework, helping the HR team eliminate 19 potential data security risks.

### HR Analyst

**Snap Inc.**

📅 2019 - 2022

📍 Los Angeles, CA

- Created a predictive model on R to identify high-potential employees, leading to a 17% increase in internal promotions within one quarter.
- Handled the Greenhouse ATS, expediting existing recruitment workflows that shortened the average hiring time by 4 days.
- Used 15Five to track and delegate equal workload to employees as per business goals, resulting in a **21% rise in monthly team performance metrics**.
- Worked with senior managers to ideate and test various talent management strategies which mitigated annual turnover rates by 11%.

### HR Generalist

**Grubhub**

📅 2017 - 2019

📍 Los Angeles, CA

- Assisted technical writers in creating a new employee handbook, resulting in a **34% decrease in policy-related inquiries**.
- Leveraged Workday to automate monthly payrolls, ensuring accurate disbursement while reducing the average payout time by 2 days.
- Integrated Zapier with recruitment tools to streamline communication between HR applications, achieving responses from multiple platforms 6 minutes quicker.
- Conducted in-depth analysis with the help of Visier to identify skill gaps, reporting the information to help senior HRs implement 8 new training programs.