

# Vanessa Quintero

## Training Specialist

Training specialist with 6 years of experience designing onboarding curricula, supervisory development tracks, and compliance programs across distribution, healthcare, and agriculture settings. Holds an Associate Professional in Talent Development credential and uses Microsoft Excel and Microsoft PowerPoint to track post-training KPIs and build interactive course materials. Redesigned a 3-week onboarding curriculum that cut time to full productivity from 67 days to 38 days for warehouse and office hires.

## CONTACT INFORMATION



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## EDUCATION

BS, Human Resource Development  
University of Minnesota, Minneapolis, MN  
2016 - 2020

## KEY SKILLS

- Instructional Design
- Needs Analysis
- Microsoft PowerPoint
- Microsoft Excel
- LMS Administration
- Group Facilitation
- OSHA Training Requirements
- KPI Reporting
- Curriculum Development
- Training Evaluation

## PROFESSIONAL EXPERIENCE

Training Specialist | Hiawatha Bluffs Distribution Co., Winona, MN  
2023 - Present

- Redesigned the 3-week onboarding curriculum using role-playing simulations and team exercises, cutting time to full productivity from 67 days to 38 days for warehouse and office hires.
- Collected end-of-program evaluations from 189 participants across 11 programs, achieving a 4.7 out of 5.0 participant satisfaction rating by blending video walkthroughs with hands-on labs.
- Devised a supervisory development track for frontline employees, resulting in 19 internal promotions to team lead or coordinator roles over 18 months.
- Monitored post-training KPIs in Microsoft Excel and presented quarterly outcome reports to the HR director covering 4 departments and 230 employees.

Training Coordinator | Cannon Valley Health Partners, Red Wing, MN  
2021 - 2023

- Facilitated new-hire orientation sessions for cohorts of 12 to 18 employees, reducing average time to full productivity from 74 days to 51 days.
- Created 8 presentation decks in Microsoft PowerPoint pairing OSHA topics with interactive polling questions, scoring a 4.6 out of 5.0 on post-session satisfaction surveys from 147 attendees.
- Evaluated training effectiveness through pre- and post-session assessments, tracking score gains averaging 27 points on a 100-point scale.
- Coordinated scheduling across 6 clinical and administrative departments, delivering 214 classroom hours in a single fiscal year.

HR Training Assistant | Bluffside Grain and Seed LLC, La Crescent, MN  
2020 - 2021

- Supported the delivery of onboarding programs for 64 seasonal and full-time staff by preparing sign-in sheets, materials, and schedules for each cohort.
- Recorded attendance and evaluation data for 9 training sessions per quarter, maintaining records in Microsoft Excel for audit readiness.
- Assisted in designing a peer-mentoring pilot for 14 seasonal staff, pairing each with a veteran employee for the first month.

## CERTIFICATIONS

- Associate Professional in Talent Development, ATD Certification Institute | 2023

