

# Richard Clooney



## Human Resources Manager

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## 01 PROFILE

*Progressive Human Resources Manager with a decade of experience in employee benefits policy implementation, employee wellness projects, and employee engagement schemes. Responsible for an HR department of 60 members, which successfully reduced employee turnover by 45% during the last 18 months. Holds an MBA degree via Henley University and fluent in English, French, and German.*

## 02 EMPLOYMENT HISTORY

01/2016 — Present

### **Senior Human Resources Manager at ADA Carbon Products**

Seattle

*Conducted a UC Benefits session for over 500 employees to advise and inform on recent regulatory changes, which reduced calls to the help desk by 30%.*

- Plan and coordinate the organization's workforce
- Plan and oversee payroll and employee benefit programs
- Advise executive management on HR issues, for example, diversity management, performance appraisals, salary trends, and leadership development
- Coordinate and supervise the work of recruitment specialists HR and support staff
- Responsible for managing recruitment, interview, selection, and hiring actions
- Facilitate dispute mediation, grievance procedures, and disciplinary procedures
- Implement extensive labor relations strategies while maintaining company sovereignty

01/2013 — 03/2016

### **Human Resources Manager: Employee Relations at GRM Mining**

Springfield

*Created an online record-keeping system for a 100 person sales department, including payroll, fuel, and travel reimbursements, quarterly bonus pay-outs, monthly commission payments, and leave administration, halving the time spent by sales administrators on these issues.*

- Oversee employee benefits structures for examples healthcare, worker's compensation, risk-benefit administration, pension fund scheme payments and related claims
- Responsible for creating and managing budgets for the HR Department
- Ensured regulatory compliance of human resources policies at the local and federal level
- Provide conflict resolution assistance to employees and various level of management resolution

- Represent the company and unemployment hearings and layoff discussion meetings

04/2020 — 04/2020

## **Human Resources Manager at Wells Finite Financial Services**

*Miami*

*Implemented and facilitated an onboarding program for all 5,000 incoming graduates across the country, which reduced their settling in the period from 3 months to 30 days.*

- Oversee all learning and development as well as training initiatives
- Host onboarding sessions for new employees and personally conduct exit interviews of all departing employees
- Approve all job offers exceeding \$120 per annum
- Spearhead numerous regional and enterprise-wide human resource projects related to employee incentive and recognition programs
- Train and advise executive management on HR trends through targeted consultations
- Run with eLearning and online training programs within the company

## **03 EDUCATION**

May 2020 — Apr 2020

### **American Institute for Business Management and Communication**

*Seattle*

Certified Human Resources Manager (CHRM)

Jan 2017 — Dec 2019

### **Harvard University**

*Cambridge*

Master of Science in Human Resource Management.

Jan 2010 — Nov 2012

### **Florida University**

*Miami Lakes*

Bachelor of Science in Human Resource Management

Awards: Member of the National Golden Key Honor Society, 2010

Leadership: Vice President of the Psychology Club, 2010

## 04 SKILLS

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Time management, Calendar management, Records management	● ● ● ● ●	Onboarding, Resource planning. Job descriptions, Job postings, Screening, Shortlisting, Interviewing, Offer negotiation, Orientation	● ● ● ● ●
Verbal & Written, Conflict resolution, Listening, Empathy, Negotiation	● ● ● ● ●	Breezy HR	● ● ● ● ●
Discretion, Integrity, Confidentiality, Trustworthiness	● ● ● ● ●	Sage	● ● ● ● ●
Change management, Innovation, Flexible, Improvisation, Pivoting, Fluidity	● ● ● ● ●	SAP	● ● ● ● ●
Project management, Scheduling, Collaboration	● ● ● ● ●	ADP	● ● ● ● ●
Strategic orientation, Team orientation, Coaching, Mentorship	● ● ● ● ●	Criterion HCM	● ● ● ● ●
Intercultural sensitivity, Semantics, Employee relations	● ● ● ● ●	Bitrix24	● ● ● ● ●
Quantitative analysis, Research data, Qualitative analysis, Reporting, Statistics	● ● ● ● ●	Matlab	● ● ● ● ●
Leadership development, Organizational development, Performance Management, Appraisals	● ● ● ● ●	Advanced Excel	● ● ● ● ●
Employment law, Compliance, Industry regulations, Employee handbooks, Employee relations, Employer rights, Equal employment	● ● ● ● ●	MS Project	● ● ● ● ●

## 05 COURSES

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Apr 2020 — Apr 2020

**Professional in Human Resources (PHR) at HR  
Certification Institute (HRCI), Online**

May 2018 — Jul 2019

**Certified Professional in Learning and Performance  
(CPLP) at The Association for Talent Development  
(ATD), University of Detroit, MI**

## 06 LANGUAGES

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English	● ● ● ● ●	French	● ● ● ● ●
German	● ● ● ● ●		