



Richard Clooney

HUMAN RESOURCES MANAGER

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Details

Driving license
Full

Nationality
American

Place of birth
San Antonio

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.

Employment History

Senior Human Resources Manager, ADA Carbon Products, Seattle

January 2016 — Present

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

Human Resources Manager: Employee Relations, GRM Mining, Springfield

January 2013 — March 2016

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

Human Resources Manager, Wells Finite Financial Services, Miami

April 2020 — April 2020

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

Education

Certified Human Resources Manager (CHRM), American Institute for Business Management and Communication, Seattle

May 2020 — April 2020

Master of Science in Human Resource Management., Harvard University, Cambridge

January 2017 — December 2019

Bachelor of Science in Human Resource Management, Florida University, Miami Lakes

January 2010 — November 2012

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

Leadership: Vice President of the Psychology Club, 2010

Links

[Linkedin](#) [ZoomInfo](#) [Facebook](#)

Skills

Time management, Calendar management,
Records management



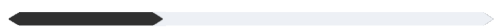
Discretion, Integrity, Confidentiality,
Trustworthiness



Project management, Scheduling,
Collaboration



Intercultural sensitivity, Semantics,
Employee relations



Leadership development, Organizational
development, Performance Management,
Appraisals



Verbal & Written, Conflict resolution,
Listening, Empathy, Negotiation



Change management, Innovation, Flexible,
Improvisation, Pivoting, Fluidity



Strategic orientation, Team orientation,
Coaching, Mentorship



Quantitative analysis, Research data,
Qualitative analysis, Reporting, Statistics



Employment law, Compliance, Industry
regulations, Employee handbooks,
Employee relations, Employer rights, Equal
employment



Onboarding, Resource planning. Job descriptions, Job postings, Screening, Shortlisting, Interviewing, Offer negotiation, Orientation



Sage



ADP



Bitrix24



Advanced Excel



Breezy HR



SAP



Criterion HCM



Matlab



MS Project



Courses

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

April 2020 — April 2020

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

May 2018 — July 2019

Languages

English



French



German

