



Richard Clooney

Human Resources Manager

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DRIVING LICENSE Full

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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

Jan 2016 — Present
Seattle

Senior Human Resources Manager at ADA Carbon Products

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

Jan 2013 — Mar 2016
Springfield

Human Resources Manager: Employee Relations at GRM Mining

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

Apr 2020 — Apr 2020

Miami

- 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 at Wells Finite Financial Services

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

Seattle

American Institute for Business Management and Communication

Certified Human Resources Manager (CHRM)

Jan 2017 — Dec 2019

Cambridge

Harvard University

Master of Science in Human Resource Management.

Jan 2010 — Nov 2012

Miami Lakes

Florida University

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

Time management,
Calendar management,
Records management

● ● ● ● ●

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

● ● ● ● ●

Discretion, Integrity,
Confidentiality,
Trustworthiness

● ● ● ● ●

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

● ● ● ● ●

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

● ● ● ● ● ●

Breezy HR

● ● ● ● ● ●

Sage

● ● ● ● ● ●

SAP

● ● ● ● ● ●

ADP

● ● ● ● ● ●

Criterion HCM

● ● ● ● ● ●

Bitrix24

● ● ● ● ● ●

Project management,
Scheduling,
Collaboration

Matlab

● ● ● ● ● ●

Advanced Excel

● ● ● ● ● ●

MS Project

● ● ● ● ● ●

Strategic orientation,
Team orientation,
Coaching, Mentorship

● ● ● ● ● ●

Intercultural sensitivity,
Semantics, Employee
relations

● ● ● ● ● ●

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

● ● ● ● ● ●

Leadership
development,
Organizational
development,
Performance
Management,
Appraisals

● ● ● ● ● ●

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

● ● ● ● ● ●

05 COURSES

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

English

● ● ● ● ● ●

French

● ● ● ● ● ●

German

● ● ● ● ● ●