

# Richard Clooney

Human Resources Manager



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## 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

Jan 2016 – Present

SEATTLE

### Senior Human Resources Manager

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

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
- Provide conflict resolution assistance to employees and various level of management resolution
- Represent the company and unemployment hearings and layoff discussion meetings

Apr 2020 – Apr 2020

## Human Resources Manager 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

## 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

## Skills

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	● ● ● ● ●
	● ● ● ● ●	Bitrix24	● ● ● ● ●
	● ● ● ● ●	Matlab	● ● ● ● ●
	● ● ● ● ●	Advanced Excel	● ● ● ● ●
	● ● ● ● ●	MS Project	● ● ● ● ●
	● ● ● ● ●		● ● ● ● ●

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

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## Courses

Apr 2020 – Apr 2020

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

May 2018 – Jul 2019

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

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## Languages

English



French



German

