



# Richard Clooney

Human Resources Manager

## Info

### Address

1515 Pacific Ave, Los Angeles, CA 90291, United States

### Phone

(541) 754-3010

### Email

email@email.com

### Place of birth

San Antonio

### Nationality

American

### Driving license

Full

## Links

[Linkedin](#)

[ZoomInfo](#)

[Facebook](#)

## 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



## 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

Jan 2016 – Present 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

### Human Resources Manager: Employee Relations, GRM Mining

Jan 2013 – Mar 2016 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

### Human Resources Manager, Wells Finite Financial Services

Apr 2020 – Apr 2020 Miami

Project management,  
Scheduling, Collaboration



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



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



Breezy HR



Sage



SAP



ADP



Criterion HCM



Bitrix24



Matlab



Advanced Excel



MS Project




*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


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

May 2020 – Apr 2020  Seattle

Harvard University, Master of Science in Human Resource Management.

Jan 2017 – Dec 2019  Cambridge

Florida University, achelor of Science in Human Resource Management

Jan 2010 – Nov 2012  Miami Lakes

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

Leadership: Vice President of the Psychology Club, 2010

## Courses

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

Apr 2020 – Apr 2020

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

May 2018 – Jul 2019

## Languages

English



German



French

