

# Richard Clooney, Human Resources Manager

1515 Pacific Ave, Los Angeles, CA 90291, United States, (541) 754-3010, email@email.com

---

Place of birth	San Antonio	Driving license	Full
Nationality	American		

---

**LINKS**                      [Linkedin](#), [ZoomInfo](#), [Facebook](#)

---

**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                      **Senior Human Resources Manager, 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

Jan 2013 — Mar 2016                      **Human Resources Manager: Employee Relations, 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

Apr 2020 — Apr 2020                      **Human Resources Manager, 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
- 

## EDUCATION

May 2020 — Apr 2020                      **Certified Human Resources Manager (CHRM), American Institute for Business Management and Communication**                      Seattle

Jan 2017 — Dec 2019                      **Master of Science in Human Resource Management., Harvard University**                      Cambridge

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

---

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

---

LANGUAGES

English	Native speaker	French	Highly proficient
German	Native speaker		