



Richard Clooney

HUMAN RESOURCES MANAGER

✉ email@email.com

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☎ (541) 754-3010

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

Details

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

(541) 754-3010

email@email.com

Nationality

American

Driving license

Full

Place of birth

San Antonio

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

Project management, Scheduling, Collaboration

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

achelor 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

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

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

Languages

English

German



French

