

RICHARD CLOONEY

Human Resources Manager

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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

❖ **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

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** May 2020 — Apr 2020
Certified Human Resources Manager (CHRM) Seattle
- ❖ **Harvard University** Jan 2017 — Dec 2019
Master of Science in Human Resource Management. Cambridge
- ❖ **Florida University** Jan 2010 — Nov 2012
achelor of Science in Human Resource Management Miami Lakes

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

COURSES

- ❖ **Professional in Human Resources (PHR)** Apr 2020 — Apr 2020
HR Certification Institute (HRCI), Online

♣ **Certified Professional in Learning and Performance (CPLP)** May 2018 — Jul 2019
The Association for Talent Development (ATD), University of Detroit, MI

LANGUAGES

English *Native speaker* French *Highly proficient*
German *Native speaker*