



# Richard Clooney

## Human Resources Manager

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🔗 [Linkedin](#), [ZoomInfo](#),  
[Facebook](#)

### Place of birth

San Antonio

### Nationality

American

### Driving license

Full

### 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

Strategic orientation, Team orientation, Coaching, Mentorship

## 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