



Richard Clooney

Human Resources Manager

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

⇒ [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