

TIMOTHY DUNCAN

People Manager

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📍 West Nedboro, Guinea-Bissau

SUMMARY

Enthusiastic People Manager with 5 years of experience in driving employee engagement and retention. Skilled in developing and implementing effective recruiting strategies resulting in a 30% increase in qualified candidates. Proficient in creating collaborative work environments and fostering a culture of growth. Accomplished in managing complex projects and leading cross-functional teams. Most proud of successfully launching a mentorship program resulting in professional development opportunities for over 50 employees. Proficient in HR software and tools. Excited to join a mission-driven firm and contribute to the global clean energy transition.

EXPERIENCE

Senior People Manager

Green Energy Solutions

📅 2022 - Ongoing 🗺 San Francisco

Managed a team of 15 HR professionals, overseeing all aspects of talent acquisition, onboarding, and employee relations. Developed and implemented a comprehensive performance management system resulting in a 20% increase in employee productivity. Led cultural diversity and inclusion initiatives.

- Implemented and managed recruitment strategies, resulting in a 40% reduction in time-to-hire.
- Designed and executed effective onboarding programs increasing new hire satisfaction by 25%.
- Developed and facilitated leadership training workshops, enhancing management skills across the organization.

MY LIFE PHILOSOPHY

Talent wins games, but teamwork and intelligence win championships. - Michael Jordan

STRENGTHS



Effective Communication

Excellent communication skills demonstrated through facilitating workshops, providing feedback, and resolving conflict resulting in increased team collaboration and improved employee satisfaction.



Strategic Problem-Solving

Proven ability to analyze and solve complex problems, improving organizational processes and implementing innovative solutions resulting in cost savings and efficiency gains.



Adaptability and Flexibility

Ability to thrive in fast-paced environments, adapting to changing priorities and unforeseen challenges while maintaining a positive attitude resulting in successful project completion and team success.