

# 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.