





MICHAEL CLARK

HR Project Manager

CONTACT

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Carmel, IN 
[LinkedIn](#) 

EDUCATION

Bachelor of Science
Human Resource Management
Indiana University Bloomington
2010 - 2014
Bloomington, IN

SKILLS

Monday.com
Microsoft Teams
Google Workspace
Workday
Kronos Workforce Central
Moodle
Taleo
HRSoft
Officevibe
Google Drive

CERTIFICATIONS

Professional in Human Resources
(PHR)

WORK EXPERIENCE

HR Project Manager

CNO Financial Group

2020 - current / Carmel, IN

- Directed a cross-functional team of 4 departments through Microsoft Teams, improving project communication and reducing email traffic by 38%.
- Leveraged Kronos Workforce Central's advanced scheduling features to improve shift allocation, **lowering overtime costs by 23.6%**.
- Unified all employee data using HRSoft, helping retrieve personal information 21% faster which significantly improved HR's response time.
- Employed Monday.com's priority-setting feature, leading to a 32% increase in high-priority tasks being completed ahead of schedule.

HR Supervisor

Allison Transmission

2017 - 2020 / Indianapolis, IN

- Introduced Google Drive to automate repetitive tasks and downsize office file storage space which reduced HR operational costs by 24.7%.
- Managed end-to-end recruitment processes using Taleo, **shrinking time-to-hire by 22% and improving the quality of hires by 39%**.
- Used Officevibe's analytics to identify an 8.3% decline in employee satisfaction, which helped introduce new wellness programs, reducing absenteeism by 16%.
- Integrated Moodle with the company's internal HRIS, automating training compliance tracking and reducing manual administrative work by 41.2%.

HR Generalist

Anthem, Inc.

2014 - 2017 / Indianapolis, IN

- Conducted detailed salary benchmarking for 113+ roles, reducing wage disparities by 18.4%.
- Administered market compensation surveys on a yearly basis through Workday, setting competitive salary adjustments for 76% of the staff.
- Designed a Google Workspace-based onboarding system, increasing efficiency for new hires by up to 34.9%.
- Led 48 exit interviews annually, gathering constructive feedback that **led to a 12% improvement in retaining top talent**.