Opare Clark

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# **Education**

# Master of Science in Human Resources Management

Walden University - Minneapolis, MN January 2014 to February 2016

## Bachelor of General Studies in Marketing

Louisiana State University - Shreveport, LA March 2012 to December 2014

# **Work Experience**

## trusted partner to the federal government

Willis Towers Watson - Lewisville, TX March 2018 to Present

is a global multinational risk management, insurance brokerage and advisory company. [1] Willis Towers Watson operates in more than 140 countries and has a workforce of more than 40,000 employees. [2] It has joined the Hedge Fund Standards Board and follows the voluntary code of standards of best practice endorsed by its members

Contract Position Lewisville, Texas March 2018 - Present Recruiting/Testing

* Edit directions on assessment completed by prospective candidates for better understanding ONBOARDING
* Illustrate Taleo workflow through flowchart in Microsoft PowerPoint for collective understanding
* Submit offers for approval to hiring managers
* Create offers to submit for approval to hiring managers in Taleo Licensing/Compliance
* Work closely with licensing team regarding compliance matters and licensing verification
* Call new hires and verify state license location, site location, and home address for compliance adherence

CSRA (Systems Research and Applications Corporation) As a trusted partner to the federal government, CSRA envisioned a state-of-the-art IT facility designed exclusively to help solve the federal government's most difficult technology challenges and combat the continual threat of cyber terrorism.

## Recruiting Coordinator

Bossier City, LA

June 2017 to February 2018

* Support multiple recruiters in a high-volume environment.
* Process offer letters, track offer acceptances, ensure completion of new hire paperwork and update the applicant tracking system throughout the candidate on-boarding process.

Interpret policies and procedures for complex and variable issues and make recommendations for exceptions to policies and procedures within assigned area(s) of specialization.

* Advise and execute effective and efficient recruitment strategies needed to acquire top talent, including diverse and military candidates.
* Spear-head background investigations and drug test processing as determined to ensure they are processed and contingencies are lifted.
* Accommodate recruiters to keep candidates warm, update them as contingencies are lifted from their offers, help to set start dates, and answer any new hire paperwork/on-boarding questions.

## Inventory Resources Clerk

Caddo Parish School Board - Shreveport, LA February 2015 to June 2016

Dual Roles)

* Ensured effective and accurate administration of employee records, including, but not limited to: organization charts, employee files, related employee database systems (PeopleSoft, iCIMS, Quick Search).
* Analyzed internal processes and recommended implementing procedural or policy changes to improve operations like supply changes or the disposal of records.

## Administrative Assistant

February 2014 to June 2016

February 2014-June 2016

* Provided hiring manager accurate and timely update on candidate activity, tracked talent acquisition metrics and reports trends and issues to talent acquisition leadership, providing recommendations for improvement.
* Coordinated and sent new hire onboarding paperwork for assigned offices. Facilitated the ordering of drug screens and background checks as necessary. Responsible for executing client compliant onboarding documents.
* Served as operational liaison between agents, vendors, customers and departments to develop high performance teams for balanced leadership culture aimed to allocate top talent.
* Created and revised systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements, implementing a 20% change.

## Check Out Supervisor, Supervisor

DHL - Shreveport, LA March 2009 to March 2011

Bossier Parish Community College - Shreveport, LA August 2010 to March 2012

# Certifications/Licenses

## Cyber Security Privacy Awareness Training

March 2018 to Present

The cybersecurity course taught you to create and execute a digital security strategy that supports and defends data resources managed by your employer.

I learned how to gather data and evidence employed in prosecuting cybercrimes, and to develop security safeguards and disaster recovery plans.

Develop ethical, innovative and practical intelligence, and networking solutions based on strategic technology applications and data-driven assessments.

Learned how to defend computer networks against attacks by worms, viruses and other criminal acts.

## HIPAA Privacy & Security

March 2018 to Present

Electronic Protected Health Information. The HIPAA Privacy Rule protects the privacy of individually identifiable health information, called protected health information (PHI).

The Security Rule protects a subset of information covered by the Privacy Rule, which is all individually identifiable health information a covered entity creates, receives, maintains or transmits in electronic form. The Security Rule calls this information “electronic protected health information” (e-PHI).3 The Security Rule does not apply to PHI transmitted orally or in writing.

## Louisiana Board of Ethics /Ethics for Public Servants

December 2015 to Present

Specific knowledge of relevant regulations and expertise in compliance processes sufficient to assist organizations with their legal obligations, and someone who promotes organizational integrity through the operation of effective compliance programs.

## Compliance Program Training of Discrimination & Harassment of Employees

March 2018 to Present

This program describes the various employment discrimination laws; what discrimination means in terms of how you, and your co-workers, should perform-on-the-job; and what steps supervisors and managers need to take in order to minimize their organization's exposure to a discrimination charge or lawsuit.

## Customer Service Incidents & Complaints

March 2018 to Present

Critical Incidents are events, both positive and negative, that have a significant impact on the way a business conducts itself. Critical Incidents usually lead to the establishment of new policies andprocedures or the redefinition of existing ones. They can be used to identify training needs, to uncover improvement opportunities or to expose areas where a business is at risk.

Key factors of this Certification

* provides a definition for identifying critical customer incidents
* offers tips and techniques for investigating critical customer incidents
* suggests ways critical customer incidents can be used to improve your business Why is this important?

If a company fails to recognize critical customer incidents it misses the opportunity to leverage the experience to improve the quality of its service.

# Groups

## Scottish Rite Freemasonry

February 2015 to Present

Freemasonry is the oldest, largest and most widely recognized fraternal organization in the world. Founded in London, England in 1717, its current worldwide membership totals 3.6 million members, 1.6 million of which are in North America. With 120,000 Masons and 530 local Lodges.

As a fraternal organization, Freemasonry unites men of good character who, though of different religious, ethnic, or social backgrounds, share a belief in the fatherhood of God and the brotherhood of mankind.

The traditions of Freemasonry are founded upon the building of King Solomon’s Temple, and its fraternal ceremonies use the working tools of the stonemasons to symbolize moral lessons and truths. For example, Masons are reminded at Lodge to “meet upon the level of equality, act by the plumb of uprightness, and part upon the square of virtue.”

Like most organizations, one will get out of Freemasonry what he is able to put into it. However, membership in Freemasonry is not meant in any way to interfere with an individual’s commitment to his faith, family, or occupation. Freemasonry is not and never can be a replacement for these

important institutions, but rather it is a positive environment that reminds every Mason of his duty to God, his community, his family and himself.

Freemasonry provides opportunities for sincere, honest, forthright men who believe in God and desire to contribute to the improvement of their communities and themselves. Through our Masonic Fraternalism, we reaffirm our dedication and unity to become involved citizens who have a strong desire to preserve the values that have made and continue to make America great.