**Kirk Gluckman Jr, MBA**

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**SUMMARY**

Skilled HR professional with an acumen for business operations and scalability. Extensive experience within pilot programs, start-ups, and growth strategies. Interested and passionate for all things in technology.

**PROFESSIONAL EXPERIENCE**

**YAI**, ***Human Resources Generalist***, San Jose, CA 08/2019-Present

* Knowledgeable on state and federal employment laws, HIPAA (Health Insurance Portability Accountability Act), employee benefits, and effective policy to enable compliance for all personnel.
* Experienced with HRIS (Human Resource Information System) programs including Workday & Vfficient Prism HR to enable proper coordination of payroll, expenses, training, and applications.
* Developed practices and strategies for coaching staff on workplace issues including, but not limited to job performance, standards of conduct, employee relations, and policy/procedure interpretation.

**Spectra 360**, ***Talent Acquisition Specialist***, San Jose, CA 7/2017-8/2019

* Executed full cycle recruiting in a fast-paced environment and improved strategies to increase sourcing results and referral generation through developing and collaborating with our clients.
* Experienced with Applicant Tracking System (ATS) software, specifically Bullhorn and completing onboarding processes including but not limited to; E-Verify, Background Checks, and Drug Screening.
* Built candidate pipeline by connecting with active jobseekers, passive talent and drove internal as well as network referrals while driving top Key Performance Indicators (KPIs) in the branch to new heights.

**Centerplate**, ***Stewarding Department Supervisor,*** Levi’s Stadium, Santa Clara, CA 6/2014-7/2017

* Assisted in planning full scale events and managed logistics for up to 70,000 guests, events include: SuperBowl 50, Beyoncé, and corporate events for LinkedIn, Cisco Systems, Yahoo, and Intuit.
* Hired, trained, and supervised 75 employees direct/temporary staff. Responsible for labor forecasting and budget allocation through use of G Suite and MS Office including Excel Vlookups & Pivot Tables.
* Extremely detailed with ability to multi-task and ensured accuracy of complex banquet event orders (BEO), including venue floorplan design, course preparation, and shifting client demands.

**EDUCATION**

California State University East Bay Hayward, CA | MBA Business Administration 9/2016

California State University East Bay Hayward, CA | BS Hospitality & Tourism 3/2015

Ohlone College Fremont, CA| AA Human Development 5/2012

**ADDITIONAL INFORMATION**

**Top Performing Recruiter** | Highest gross profit and active headcount for contract/direct hire placements 2019

**Partnered with Companies in Various Industries/Sectors** | Supply Chain Management, Light Industrial, Food & Beverage, Construction, Information Technology, and a Nonprofit focused crisis intervention and prevention.

**T.W. Pitchers - Social Media Marketing Strategy** | Researched and developed a social media marketing strategy for a new locally crafted brewery. Worked with co-founder to identify branding approach and keywords for search engine optimization (SEO) (<http://www.twpitchers.com/>) 2016