**BRAD STARK**

San Antonio, TX

708.334.3437

bradstarkhr@gmail.com

**PROFESSIONAL PROFILE**

Human Resources professional with extensive experience in hands-on HR executive roles in small to mid-sized companies. These roles have combined strategic HR work with owners, board members and executives; working as a soloist or leading teams of up to 10; and doing day-to-day, transactional HR with team members at all levels. MA in human resources and **SPHR, GPHR, PHRca and SHRM-SCP certifications**. HR experience in approximately 25 states, including California. Functionally bilingual (English / Spanish).

**EMPLOYMENT EXPERIENCE**

PRANA CONSORTIUM 2019 – Present

**Vice President – Human Resources & Member, Board of Directors**, Washington, DC

On a part-time basis, lead human resources activities for startup 501(c)(4) nonprofit organization.

DCI HOLLOW METAL 2017 – 2018

**Chief Human Resources Officer (CHRO)**, Fontana, CA

Served as member of executive committee and led all human resources activities for manufacturer of hollow metal doors and frames with facilities in California and Arizona.

MAMMOTH HR 2016 – 2017

**Human Resources Consultant**, Portland, OR

Managed human resources and provided human resources services through two professional employer organizations (PEO’s) and two human resources outsourcing (HRO) firms.

* Managed all human resources functions during the launch of a startup professional employer organization (PEO).
* Implemented HRIS and payroll system conversion.
* Insourced payroll and time keeping.
* Set up and rolled out new employee benefit plans and workers compensation coverage.
* Through two human resources outsourcing (HRO) firms, provided human resources services to clients throughout the United States.

TIA Group, LLC, San Antonio, TX 2014 – 2016

Professional employer organization providing co-employment and human resources services.

**Director of Human Resources**

Joined the organization in its early startup phase. Served in a multi-faceted leadership role encompassing business development, client relations, strategic human resources consulting and bilingual (Spanish/English) delivery of tactical, transactional human resources.

* Starting from scratch, built the organization’s human resources staff, processes, capabilities and collateral.
* Served as a key member of the sales team, participating in all pitches to owners and executives of new potential client companies, contributing to growth of FTE headcount from approximately 12 to 1200 and growth of client company count from 2 to approximately 25.
* Built onboarding process and led the roll-out of online onboarding of new client companies and their employees.
* Wrote customized employee handbooks for client companies.

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Dynamic Manufacturing, Inc., Melrose Park, IL 2009 – 2013

Manufacturer with eight manufacturing facilities and a peak combined total of approximately 750 predominantly Spanish-speaking employees.

**Director of Human Resources**

Lead eight-member team in managing all human resources functions company-wide.

* Recruited new professional and managerial-level talent in engineering, accounting/finance, human resources, quality, purchasing, tooling, maintenance, safety, environmental and supply chain.
* Redesigned performance appraisal documents and processes, including self-appraisals, modified rating scales, leadership scales for supervisors and managers and assessment of performance vis-a-vis project completion and ongoing accountabilities.
* Converted salaried performance appraisal process from anniversary-based to focal point.
* Developed and conducted training sessions in English and Spanish.
* Utilized PowerPoint and Camtasia to convert employee orientation content to DVD format and to make it available on the company’s YouTube channel.
* Used Articulate Presenter to create company's first custom eLearning course. This course trained managers and supervisors in FMLA essentials.

O&K AMERICAN CORP., Chicago, IL 2006 – 2009

TS 16949-registered tier 2 automotive supplier. Japanese-owned manufacturer of cold heading steel wire serving automotive, aerospace, agricultural and construction markets.

**Human Resources Manager**

Responsibilities encompassing employee relations, performance management, staffing, compensation, benefits, training, management development, workforce planning, HR policy, EEO, legal compliance, HRIS and payroll.

**CERTIFICATION**

**GPHR –** Global Professional in Human Resources. Obtained: 2017. Recertified: October, 2017

**SPHR** – Senior Professional in Human Resources. Obtained: 2011. Recertified: October, 2017

**PHRca** – California certification. Obtained: 2012. Recertified: October, 2017

**SHRM-SCP** – Senior Certified Professional. Obtained: 2015. Recertified: October, 2018

**EDUCATION**

**MA, Human Resources and Industrial Relations**, University of Minnesota, Minneapolis, MN

**PROFESSIONAL ASSOCIATIONS**

* Society for Human Resource Management (SHRM)
* National Center for Employee Ownership
* Conscious Capitalist Community

**LANGUAGES**

**Spanish** – Substantial experience conducting employee meetings, delivering presentations, interviewing candidates, providing orientation, managing relationships with employees and communicating orally and in writing in this language.