

**APPLY
NOW!**



Our Clients Are Hiring!

Pharmaceutical company - international CDMO

- These positions are on-site in their Massachusetts locations.
- Openings include:
 - **Senior Project Manager - Hybrid**
 - **Method Development Scientist**
 - **Senior Process Engineer**
- These positions are on-site in their Massachusetts locations.
- Openings include:
 - **Business/Customer Support Officer - Hybrid**



Our Talent!



JOB SEEKERS



Sales, Membership, Fundraising

- **Industries:** real estate, niche publishing and nonprofits
- **Locations:** North Shore, MA and Portsmouth, NH
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
 - Top performer in the real estate industry, averaged 8 million in sales and accomplished Platinum and Diamond Society achievements levels for annual property sales.
 - Implemented formal sales training and leadership development programs from scratch.
 - Oversaw a Market Center of 240 real estate agents.
 - Grew agent count by 18%.
- **Likes:**
 - Coaching others.
 - Working in small teams.
 - Using their creativity.



Senior Marketing Executive

- **Industries:** banking, financial services and agency
- **Locations:** North Shore, MA, Southern, NH and Boston
- **Work Type:** remote, hybrid or on-site
- **Strengths:**
 - Market analysis
 - Marketing automation
 - Content management
 - Brand and campaign development
 - Digital marketing
 - Web development
 - Lead and revenue generation
 - Trade shows/sales meetings
 - New product launch
 - Marketing stack integration
- **Desired Industries:**
 - Fintech
 - Cryptocurrency
 - Healthcare
 - Banking
 - Financial services



Marketing, Social Media, Project Management, Customer Experience

- **Industries:** tech, pharmaceuticals
- **Locations:** Massachusetts
- **Work Type:** remote(preferred), hybrid (preferred) or on-site
- **Highlights:**
 - Designed and executed an 18-week social media marketing campaign, boosting engagement by 20%.
 - Created and implemented new designs for the content and presentation of the company website.
 - International digital marketing experience.
 - Bachelor of Science in Business Administration, Marketing.
- **Preferences:**
 - Tech industry.
 - Marketing/social media position.
 - Event marketing position.



Account Manager, Wellness Specialist



- **Industries:** health care, food and beverage
- **Locations:** Boston, MA
- **Work Type:** remote
- **Highlights:**
 - Health expert, wellness coach, account executive/sales representative, case manager/advocate and social worker with 10+ years of the managed care and insurance industries.
 - Recognized as sales leader out of 50 people and consistently ranked in the top 10% of beverage sales.
 - TIPS certified tasting expert providing presentations and wine pairings to increase client engagement and boost wine sales.
 - Provides samples and promotes/sells products to consumers.
- **Preferences:**
 - Organizations with a social mission.
 - Sales position.
 - Health care or food and beverage industry.



X-Ray Technologist, Dental Assistant

- **Industries:** healthcare
- **Locations:** Greencastle, IN
- **Work Type:** on-site
- **Experiences:**
 - Poured impressions, assisted with extractions and fillings, took panoramic X-rays.
 - Operated scans and ran control panels for fluoroscopy unit.
 - Managed patient appointment scheduling and confirmation calls for dental procedures and treatments.
 - Collected intake information.
- **Likes:**
 - Working in the healthcare industry where she can help patients.
 - Providing customer service to others.
 - Learning and trying new things.



HR Admin, HR Assistant, HR Coordinator

- **Industries:** healthcare
- **Locations:** Minnesota
- **Work Type:** remote, hybrid or on-site
- **Experiences:**
 - Processing unemployment paperwork.
 - Supporting the completion of forms and documentation.
 - Employee relations across 50 states.
 - Assisted with conflict resolution.
- **Preferences:**
 - A role in Organizational Development, Talent Acquisition or Talent Development.
 - Have more responsibility including developing talent in lower level roles.
 - Opportunity to learn and grow.



Project Coordinator, Project Administrator, Executive Assistant

- **Industries:** higher education or peripheral higher education
- **Locations:** Bensenville, Illinois
- **Work Type:** remote (preferred), hybrid, on-site
- **Highlights:**
 - Designed an introductory 5-year business plan.
 - Developed a budget tracking system in Excel.
 - Interacted with construction manager and designed to push forward new building construction.
 - Created and continuously improved school processes regarding budgeting and HR.
- **Likes:**
 - Owning projects from initial stage to completion.
 - Project coordination and management.
 - Working with others and having a community.



Employee Engagement



- **Industries Worked:** nonprofit, government
- **Locations:** Bay Area
- **Work Type:** remote, hybrid (potential)
- **Highlights:**
 - Enacted a new employee engagement strategy that increased employees receiving bi-annual performance management feedback by 100%.
 - Developed an onboarding process increasing first-year retention rates by 15%.
 - Developed DEI initiatives that led to an increase in representation anywhere 25-75% for employees of color, LGBTQ and female candidates.
 - Supported, coached, guided and encouraged holistic and equitable experiences for employees.
- **Preferences:**
 - Exploring a new industry.
 - Focusing on DEI and changing cultures.
 - A company whose actions match their words in terms of culture, impact and equity.



Executive Assistant, Events Planner, Project Manager, Executive Director

- **Industries Worked:** nonprofit, banking
- **Locations:** Boston, MA; North Shore, MA; Middlesex, MA
- **Work Type:** remote, on-site or hybrid
- **Highlights:**
 - Execute annually 40 networking, community relations and educational events, and 3 major fundraisers.
 - Prospect/sell new memberships and provide exceptional service to 250+ members ensuring a minimum of 90% annual retention rate.
 - Manage a \$100,000 annual operating budget.
 - Manage member database, website and social media platforms.
- **Enjoys:**
 - Real estate industry, but open to any.
 - Building and cultivating relationships.
 - Learning new things.



Economic Growth and Development, Marketing and Business Development

- **Industries Worked:** former business owner in the retail industry
- **Locations:** Princeton, KY
- **Work Type:** remote (preferred), on-site or hybrid
- **Highlights:**
 - Developed all products from ground level and grew the business from an eCommerce business to a storefront that expanded four times until it was sold in March 2020.
 - Managed multiple employees across two states and completed payroll for the business.
 - Oversaw all aspects of marketing, brand development and brand expansion.
 - Handled all the fundraising or community events, networking, product design, mass email marketing, inventory control and trade shows.
- **Enjoys:**
 - Helping and watching people succeed.
 - Watching people and communities grow.
 - Growing and developing a product.



Portfolio Development & Strategy, Project Management, Regulatory Affairs

- **Industries Worked:** pharmaceuticals
- **Locations:** NJ
- **Work Type:** remote, hybrid (potential)
- **Highlights:**
 - Develops and maintains 5-year plan for products in active development.
 - Manages Canadian market portfolio.
 - Creates a review and selection process to identify Differentiated Products for internal development and submission of 505(b)(2) applications.
 - Develops and maintains Product Summary Reports to coordinate product development and launch activities providing a complete picture of over 100 products in active development.
- **Enjoys:**
 - Working with many departments and individuals.
 - Passionate about research and development.
 - Generic pharmaceuticals.



Project Coordinator or Executive Assistant

- **Industries:** healthcare, toys and games, wholesale - open to any industry
- **Locations:** Rhode Island
- **Work Type:** remote
- **Highlights:**
 - Manage project budgets, deadlines, milestones and resources.
 - Oversaw complete product life-cycles including development and delivery of global product line while managing schedule resources and identifying, monitoring and mitigating risks.
 - Managed two of the largest brand portfolios.
 - Liaised with external contacts including artists and media vendors and provided full support to both leadership teams in LA and RI.
- **Enjoys:**
 - Driving a project through the steps to completion.
 - Helping to make things easier for the leadership team.
 - A role that is challenging.



Student Success, Virtual Instructor, Program Coordinator - Online Learning

- **Industries:** education, nonprofits, start-ups
- **Locations:** Florida
- **Work Type:** remote
- **Highlights:**
 - Coached over 200 students in grades 1-6 to success over a 10-year teaching career in both in-person and virtual environments.
 - Supported 200+ staff members in identifying appropriate learning opportunities in technology and in mandatory compliance training.
 - Collaborated with a grade level cohort to develop performance improvement plans for 95 students.
 - Taught diverse populations including English language learners, special needs and gifted students.
- **Enjoys:**
 - Passionate about coaching and mentoring
 - Supporting transitioning students to college.
 - Problem-solving, organization and planning.



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