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# Our Clients Are Hiring!

## Real Estate Company

Hybrid in their Ipswich, Massachusetts location

### Administrative Assistant:

- PT - 15 hours per week
- \$25/hour
- Primarily remote
- Local availability needed for meetings, client support, etc.





# Our Clients Are Hiring!

## Nonprofit Real Estate Organization

Hybrid in their Beverly, Massachusetts location

### Communications, Education & Events Manager:

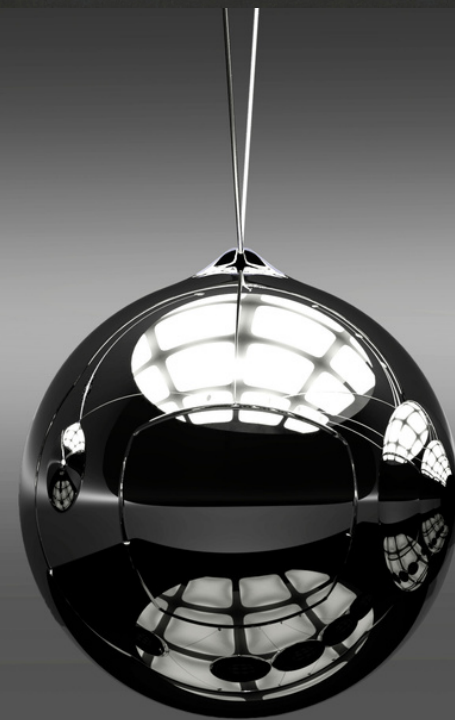
- FT - 35 hours per week.
- \$45,000/year.
- On-site 3 days per week, remote 2 days.
- Available to attend night and weekend events.
- Spanish speaking preferred.







# JOB SEEKERS





# Sales, Membership, Fundraising

- **Industries worked:** real estate, niche publishing and nonprofits
- **Industries open to:** any
- **Locations:** north shore, MA and Portsmouth, MA
- **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 achievement 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 worked:** banking, financial services and agency
- **Industries open to:** fintech, crypto, financial services and others
- **Locations:** north shore, MA; southern, NH and Boston, MA
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Led senior management team to evaluate and design new logo; developed new brand guidelines for campaign.
  - Purchased merchandising and digital content software adding to the market stack and saving 17% in cloud subscription costs.
  - Developed lead generation strategy with digital agencies to drive business contracts; increased leads by 20%.
  - Increased LinkedIn engagement by 21% and Facebook followers by 42%.
- **Strengths:**
  - Market analysis.
  - Digital marketing.
  - New product launch.





# Account Manager, Wellness Specialist

- **Industries worked:** healthcare, food and beverage
- **Industries open to:** healthcare, food and beverage
- **Locations:** Boston, MA
- **Work Type:** remote
- **Highlights:**
  - Health expert, wellness coach, case manager/advocate and social worker with 10+ years of experience and inside knowledge of the managed care and insurance industries.
  - Recognized 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.
  - Local travel.





# X-Ray Technologist, Dental Assistant

- **Industries worked:** healthcare, retail
- **Industries open to:** healthcare
- **Locations:** Greencastle, IN
- **Work Type:** on-site
- **Highlights:**
  - 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 call for dental procedures and treatments.
  - Collected intake information.
- **Likes:**
  - Working in healthcare industry where they can help patients.
  - Providing customer service to others.
  - Learning and trying new things.





# HR Admin, HR Assistant, HR Coordinator

- **Industries worked:** healthcare
- **Industries open to:** 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

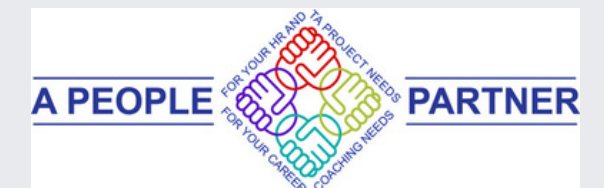
- **Industries worked:** higher education, peripheral higher education
- **Industries open to:** any
- **Locations:** Bensenville, Illinois
- **Work Type:** remote (preferred), hybrid or on-site
- **Highlights:**
  - Designed an introductory 5-year business plan.
  - Developed a budget tracking system in Excel.
  - Interacted with construction manager and design 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.





# DEIB, Employee Engagement, Employee Experience

- **Industries worked:** nonprofit, government
- **Industries open to:** any
- **Locations:** Bay Area, California
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Enacted a new employee engagement strategy that increased employees receiving bi-annual performance management feedback by 100%.
  - Developed an onboarding process which increased first-year retention rates by 15%.
  - Developed DEI initiatives that led to an increase in representation anywhere from 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
- **Industries open to:** any - banking, financial
- **Locations:** Boston, MA; North Shore, MA; Middlesex, MA
- **Work Type:** remote, hybrid or on-site
- **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.





# Portfolio Development & Strategy, Project Management

- **Industries worked:** pharmaceuticals
- **Industries open to:** pharmaceuticals, biotech
- **Locations:** NJ
- **Work Type:** remote (preferred), hybrid
- **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.
  - Passionate about research and development.
  - Generic pharmaceuticals.





# Project Coordinator, Executive Assistant

- **Industries worked:** healthcare, toys and games, wholesale
- **Industries open to:** any
- **Locations:** Rhode Island
- **Work Type:** remote
- **Highlights:**
  - Managed 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 Los Angeles 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

- **Industries worked:** education
- **Industries open to:** education, nonprofits and startups
- **Locations:** Florida
- **Work Type:** remote
- **Highlights:**
  - Coached 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, organizing and planning.





# Account Executive

- **Industries worked:** SaaS/tech, hospitality
- **Industries open to:** tech
- **Locations:** Texas
- **Work Type:** remote
- **Highlights:**
  - Exceeded quarterly targets and increased revenue by over 30% in first 7 months by selling company's cloud-based property management software; API integration and business partnerships.
  - Analyzed market trends and determined development opportunities for the west coast and midwest territories.
  - Increased individual revenue by 20% in assigned territory year over year. Increased team revenue by over 200% year over year.
  - Employed and trained 15 team members consisting of acquisition specialists, administrative staff and contractors.
- **Enjoys:**
  - Passionate about coaching and mentoring.
  - Supporting transitioning students to college.
  - Problem-solving, organizing and planning.





# HR Generalist

- **Industries worked:** pharmaceuticals, biotech
- **Industries open to:** pharmaceuticals, biotech, open to other industries
- **Locations:** Westford, MA
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Sole HR person in the department since January 2022.
  - Identifies future hiring needs and conducts the full-cycle recruitment process.
  - Plans and conducts new employee orientation to foster positive attitudes towards the company goals.
  - Revised the performance management program.
- **Enjoys:**
  - HR responsibilities such as exit interviews, performance management and employee relations.
  - Full-cycle recruiting.
  - Partnering with hiring managers and employees.





# VP of Sales

- **Industries worked:** High tech, cybersecurity, financial services
- **Industries open to:** High tech, software
- **Locations:** Colorado
- **Work Type:** remote
- **Highlights:**
  - Spearheaded the strategic planning, brand management, lead generation, prospecting and sales funnel that resulted in more than \$100M annual revenue.
  - Accelerated business growth every year, consistently exceeding annual quota with increasing sales from \$50M to \$95M in 12 months.
  - Exceeded annual KPIs while managing 9 full-time employees.
  - Championed changes in the sales team that led to significant performance increases and stronger customer relationships, doubling revenue.
- **Enjoys:**
  - High tech industry.
  - Developing and maintaining customer relationships.
  - Managing a team.





# Employee Relations, Human Resources Generalist, HRBP, HR Admin

- **Industries worked:** manufacturing, oil
- **Industries open to:** nonprofit or B Corp, renewables, green economy
- **Locations:** Maine
- **Work Type:** remote
- **Highlights:**
  - Managed leadership development courses for the division.
  - Supported multiple strategic workforce planning and talent management projects for the engineering department focused on pipelining and retention.
  - Launched mandatory anti-harassment training for the division.
  - Provided ongoing employee relations to 225-1200 employees as needed, including for investigations, claim support and individualized conversations.
- **Enjoys:**
  - Working for a company that helps people and has a positive mission.
  - Employee relations and employee support.
  - People-centered approaches focused on integrity.





# Construction Project Manager

- **Industries worked:** higher education
- **Industries open to:** construction or entertainment preferred - open to any
- **Locations:** Beverly, MA
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Maintained departmental budget including a 6-year capital priority list covering system replacements and upgrades.
  - Conducted the RFI/RFP process for new construction and facility remodels.
  - Managed subcontractors related to the relocation of the college's TV studio after working with the builder to confirm that the new space met and/or exceeded the design requirements for the studio space.
  - Managed a \$1 million budget for multiple overlapping projects.
- **Enjoys:**
  - Adapting to a changing environment.
  - Growing with a company.
  - Learning and developing their skills and helping others to enhance their skills.





# Data Entry, Office Administration, HR Admin, HR Coordinator, Benefits

- **Industries worked:** real estate, higher education, home care
- **Industries open to:** open to any
- **Locations:** Topsfield, MA
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Data entry in Excel and Google Sheets to track counts for faculty and student badges, daily.
  - Assisted the Director with preparing schedules on a bi-weekly basis.
  - Assisted agents with their administrative needs and maintained the office equipment and supplies.
  - Prepared open house materials weekly for agents.
- **Enjoys:**
  - Supporting others with their needs.
  - Creating databases in Excel for data.
  - Providing administrative support to team members and leaders.





# Production Manager or Production Supervisor

- **Industries worked:** medical manufacturing
- **Industries open to:** manufacturing
- **Locations:** Phoenix, AZ
- **Work Type:** on-site, willing to work remote or hybrid
- **Highlights:**
  - 16 years of ISO certified clean room and production experience in medical manufacturing, including 10 years with medical devices.
  - Led and implemented process improvement projects.
  - Helped to get a site back up and running after it was completely shut down.
  - Daily planning and scheduling of technical staff to meet production demands.
- **Enjoys:**
  - Leading others, both directly and indirectly.
  - Continuing education in the areas of leadership, LEAN and Six Sigma.
  - Leading the training efforts of other colleagues or staff members.





# Operational Effectiveness, Implementation, Executive Communications

- **Industries worked:** healthcare
- **Industries open to:** nonprofits, any industry
- **Locations:** Louisville, Kentucky
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Managed teams from 2-30+ individuals with a range of roles from strategy development and deployment, implementation and integration, program and project management and strategic program governance.
  - Handled multiple administrative cost control engagements including one that reduced print/mail spend by questioning previously unchallenged requirements, saving more than \$4 million annually.
  - Developed and maintained cross-functional teams focused on design, build-out and maintenance of a health benefits statement suite delivered to more than 5 million members monthly (60 million statements created annually).
  - Managed development of messaging (internal and external) related to wellness for a Fortune 40 enterprise.
- **Enjoys:**
  - Inspiring and leading.
  - Working for a company whose mission they can believe.
  - Peeling back layers and motivating teams.





# Community Manager, Event Planning, Community Development

- **Industries worked:** nonprofits
- **Industries open to:** nonprofits
- **Locations:** Alabama
- **Work Type:** remote
- **Highlights:**
  - Rotating portfolio for North Alabama market, consisting of P2P events, distinguished events and corporate accounts. Personal goal of \$450,000. Market goal of \$2.5 million.
  - Created a content plan for each social media page. Created content on community pages and moderated lives.
  - Established new relationships with small and large businesses in the market. Goaled with providing sustaining yearly funding.
  - Increased employee engagement and giving by 30% through a strategic, engagement campaign focusing on what was important to employees about organizational culture and mission.
- **Enjoys:**
  - Planning stellar events at varying sizes.
  - Building a community.
  - Connecting individuals and groups.





# Contact A People Partner, LLC

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