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# Our Clients Are Hiring!

## Marketing Company

Hybrid in their Amesbury, Massachusetts location

- **Office Admin/Bookkeeper:**
- PT (15 hours/week) with the potential for FT.
- Bookkeeping experience with automated system.
- Social media skills.
- Light administrative experience.
- Potential to take on more A/P.
- \$20-\$22/hour



# Our Clients Are Hiring!

**Solar/Energy Industry**

Remote or In-Person

- **Appointment Setter:**
- Full-time, part-time or contract.
- Creating and confirming appointment/times of service with clients.
- Solve problems for customers.
- \$70,000-\$150,000/year.
- Average commission is between \$1,000 and \$3,000/sale.





# JOB SEEKERS

The next few slides feature our active job seekers.



# 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.



# 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.



# Sales Manager, Customer Service Manager

- **Industries worked:** environmental services
- **Industries open to:** open to any
- **Locations:** Marlborough, MA
- **Work Type:** remote, hybrid or on-site
- **Highlights:**
  - Managed sales pipeline and B2B contracts valuing \$4.7 million per year.
  - Lead a team of 15 sales associates and field technicians from 3 former territories through a merger into a new 7-state service territory.
  - Maintained high employee morale through active team building and fair, compassionate management when other territories experienced downturns in morale.
  - Led outbound sales efforts including representing the company at trade shows and client education presentations. Increased brand awareness in key markets.
- **Enjoys:**
  - Team building.
  - Conflict resolution.
  - Learning.



# Office Admin, Admin Assistant, Legal Assistant, Executive Assistant

- **Industries worked:** medical, legal, retail, healthcare, etc.
- **Industries open to:** open to any
- **Locations:** Wenham, MA
- **Work Type:** seeking part-time roles only; remote (preferred), hybrid
- **Highlights:**
  - Organized and balanced competing priorities of executives and attorneys in an effective and timely manner.
  - Tracked expense and financial reports and supporting documents for reports to government agencies and departmental budgets. Processed invoices for payments.
  - Managed travel itineraries and expense reporting for domestic and international travel. Organized trip itinerary and necessary meeting materials.
  - Ordered supplies, coordinated repairs and maintenance, screened telephone calls, greeted guests, setup shipping and deliveries and provided additional administrative support.
- **Enjoys:**
  - Managing a project from start to finish.
  - Helping people to find new information.
  - Providing to support to those being supported.





# Research and Development, QC, Scientist

- **Industries worked:** pharmaceuticals
- **Industries open to:** pharmaceuticals, biotech, sciences
- **Locations:** near Norwood, MA
- **Work Type:** on-site
- **Highlights:**
  - Developed and validated GC methods for raw material and product quality control under USP, EP, JP, BP and EPA guidelines.
  - Scheduler and key contact person for instrument's preventive maintenance, troubleshooting and repair.
  - Developed ICP-OES and IR method to support R&D research, address customer complaints and perform product quality control.
  - Trained junior chemists for wet chemistry testing and instrument testing (rhometer, UV/Vis and FT-IR).
- **Knowledge and Skills:**
  - PhD in Organic Chemistry.
  - 10+ years of experience in method development and validation under GLP/cGMP regulations.
  - Extensive experience in organic chemistry, analytical chemistry and various analytical instruments including HPLC, LC-MS/MS, GC/GC-MS, ICP, MS.



# Director of Talent Acquisition, Director of Executive Recruiting

- **Industries worked:** healthcare, health insurance
- **Industries open to:** any
- **Locations:** near Louisville, KY
- **Work Type:** remote, hybrid
- **Highlights:**
  - Led Talent Acquisition recruitment marketing, sourcing strategy, CRM and TA vendor management functions.
  - Shaped TA's social media strategy that resulted in significant gains in 2021.
  - Diligently sourced, built and maintained internal and external relationships to hire top-level leadership talent.
  - Oversaw TA budget spend and forecasting.
- **Enjoys:**
  - Working with a team to drive the recruitment function.
  - Identifying gaps in the TA space.
  - Connecting and building engagement with teams including remotely.



# Contact A People Partner, LLC

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