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Our Clients Are Hiring!



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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; ****Commission based****
- 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.



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