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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.



# The next few slides feature our <u>active job</u> 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.
- o 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

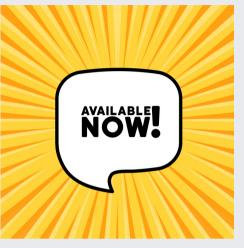
• Work Type: remote

#### • 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.
- o Provides samples and promotes/sells products to consumers.

#### • Preferences:

- o 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:

- o 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.
- o 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.
- o 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.
  - o Manage member database, website and social media platforms.

- 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.
- o 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.

- 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.

- 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

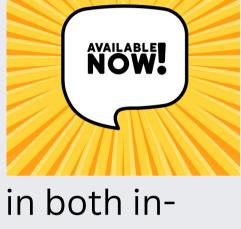
• Locations: Florida

• Work Type: remote

#### • Highlights:

- Coached 200+ students in grades 1-6 to success over a 10-year teaching career in both inperson 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.

- Passionate about coaching and mentoring.
- Supporting transitioning students to college.
- o 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.

- Passionate about coaching and mentoring.
- Supporting transitioning students to college.
- o 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.

- 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.

- High tech industry.
- o 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.
- o 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.

- 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.

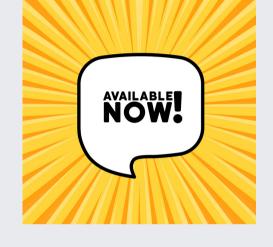
- Adapting to a changing environment.
- Growing with a company.
- Learning and developing their skills and helping others to enhance their skills.



#### 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.

- Supporting others with their needs.
- Creating databases in Excel for data.
- o 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.



NOW!

#### 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.



NOW!

#### 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.

- 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.



NOW!

#### 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.

- 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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