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Our Clients Are Hiring!







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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.

Our Clients Are Hiring!

Pharmaceutical Company

On-site in their Wayne, New Jersey location

- Administrative Logistics Coordinator:
- FT, on-site position.
- 2+ years of logistics experience.
- Prior experience in pharmaceuticals preferred.
- Administrative experience.
- Strong communication skills.



https://www.linkedin.com/jobs/view/3460530443



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.





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.



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.





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.

- Working with many departments.
- Passionate about research and development.
- Generic pharmaceuticals.



Student Success, Virtual Instructor, Program Coordinator

• Industries worked: education

• Industries open to: education, nonprofits and startups

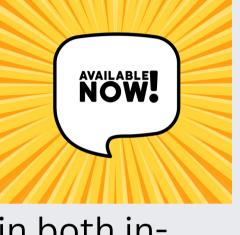
• Locations: Florida

• 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.

Enjoys:

- 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.



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!

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.



Community Specialist, Administrative Support, Engagement Associate

- Industries worked: nonprofits, education
- Industries open to: any; primarily nonprofits and mental health care
- Locations: near Tulsa, OK
- Work Type: remote
- Highlights:
 - Maintained the organization's social media accounts to raise awareness in the community and increased volunteer engagement within the young teen and adult Jewish community by 80%.
 - o Organized the collection and distribution of in-kind donations to pediatric cancer patients.
 - Led patient-family outings, holiday events and fundraisers.
 - Successfully secured a 10K Art Van Community Grant through Facebook and community engagement efforts locally, in-person and virtually.

• Enjoys:

- Wants to work with organizations that are making out-of-the-box changes.
- Challenges and systems.
- Being creative and innovative.



NOW!

Customer Service

• Industries worked: retail

• Industries open to: any

• Locations: Merrimac, Ma

• Work Type: on-site, hybrid or remote

• Highlights:

- Carried out inventory responsibilities for three store locations.
- Stocked coolers and fulfilled orders.
- Assisted warehouse lead with inventory and product distribution throughout the store.
- o Performed customer service, product services and sales across all store departments.

- Project-based work.
- Helping people and providing quality customer service.
- o Hands-on work.





Inside Sales Director

• Industries worked: software development, accounting, talent, payroll

• Industries open to: open to any; not retail

• Locations: Rhode Island

• Work Type: remote

• Highlights:

- Identified and evangelized new market categories that include outbound messaging, territory management, effective qualification, pipeline building, strategic prospecting and mapping of business issues to company products and services.
- Supported three Account Executives with strategic planning and promotion, and execution of client events and seminars.
- Cultivated strong relationships with prospective clients, understanding their needs and determining optimal fit for solutions.
- Multi-year President's Club recipient.

• Enjoys:

- Technology industry including systems with cutting edge performance management, financials and workforce planning, HR/payroll and intermobility.
- o Team building and team leading.
- Inside sales because it allows contribution to the entire sale.



A PEOPLE

PARTNER

Customer Success Manager

• Industries worked: healthcare, automotive manufacturing

• Industries open to: open to any

• Locations: Hartford, CT

• Work Type: remote, hybrid

• Highlights:

- o Facilitated new client programs and managed all aspects of existing account support.
- Led market development for northern CT and western MA for a private-duty in-home health services provider.
- Managed all aspects of the customer engagement from initial market development to account onboarding, planning, execution and account maturation.
- Negotiated and delivered service management agreements with state government practices.

- Engaging with a consultative approach, applying strong problem solving, critical thinking and communication skills.
- Building relationships with clients.
- Translating business needs into actionable solutions, then engaging experts to drive results.



Data Entry, Project Coordinator

• Industries worked: bookkeeping, life insurance

• Industries open to: open to any; prefers bookkeeping/accounting

• Locations: Waco, TX

• Work Type: remote

• Highlights:

- Inputted information from bank statements into spreadsheets used to calculate taxes using percentages and formulas.
- Verified expenses and credits.
- Created template spreadsheets for employee schedules, expense types for vendor names and labels and bank statements.
- Refined the sorting system and decreased the process time.

- Managing a project from start to finish.
- Entering and analyzing data.
- Color-coding and organizing spreadsheets.





Operations Specialist, Account Manager

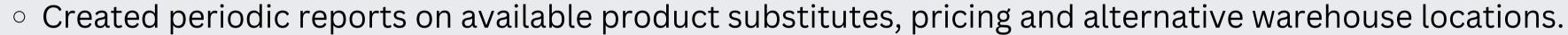
• Industries worked: medical device, home health

• Industries open to: medical device, home health, pharmaceuticals, any

• Locations: North Brunswick, NJ

• Work Type: remote

• Highlights:



- Processed customer orders for medical/pharmaceutical supplies to be shipped to medical practices and surgical centers.
- Answered customer inquires and provided status updates via email and phone calls.
- Collected and deposited money into accounts, disbursed funds from cash accounts to pay bills or invoices, kept records of collections and disbursements and ensured accounts are balanced.

- Making a difference and helping customers to get the product and service they need.
- Finding new ways to empower and support and customers through process improvement.
- Learning and developing on skills and knowledge.





Administrative Assistant, Editorial Assistant

• Industries worked: business management consultant, cosmetic, early childhood education

• Industries open to: open to any

• Locations: South Hamilton, MA

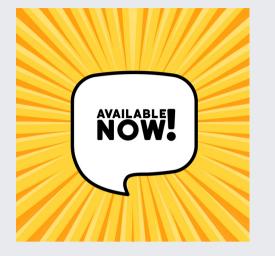
• Work Type: remote

• Highlights:

- Researched companies and information and provided a written review of the materials to management.
- Designed company websites and maintained ongoing content.
- Performed product research.
- Scheduled meetings and appointments.

Enjoys:

- Being organized.
- Helping with blogs and websites.
- Scheduling appointments and helping others to get things done.





Account Manager, Wellness Specialist

• Industries worked: healthcare, food and beverage

• Industries open to: healthcare, food and beverage

• Locations: Boston, MA

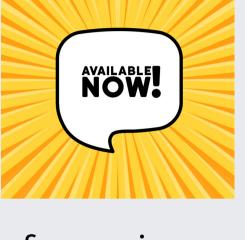
• Work Type: remote

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 customers.

• Preferences:

- Organizations with a social mission.
- Sales position.
- Local travel.





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