

A 5x7 grid of 35 diverse, smiling people of various ages and ethnicities against different colored backgrounds. The grid is composed of 5 rows and 7 columns. The first three rows are identical, each containing 7 unique portraits. The fourth and fifth rows are repeats of the first and second rows, respectively. The portraits feature individuals of various ages, ethnicities, and genders, all smiling. The backgrounds are solid colors: grey, green, light grey, white, yellow, blue-grey, and red. The individuals are dressed in a variety of casual and semi-formal attire.

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Our Clients Are Hiring!



Our Clients Are Hiring!

Medical Device

In-Person

- **Finance Director, Hampton, NH:**
- Full-time.
- A/P and A/R reporting and tracing.
- P&L and cash flow management.
- Budgeting and executive financial reporting.
- Human Resources experience.
- Bi-weekly payroll.
- \$125,000-\$150,000/year

Apply Now!



Our Clients Are Hiring!

Real Estate

In-Person or Remote

- **Buyer's Agent - Office in Amesbury, MA**
- Commission based.
- North Shore or Southern New Hampshire.

Apply Today!



Our Clients Are Hiring!

Real Estate

In-Person or Remote

- **Licensed Real Estate Agent - Office in Amesbury, MA**
- Commission based.
- North Shore or Southern New Hampshire.
- Multiple openings.

Apply Today!



Our Clients Are Hiring!

Transportation Company

In-Person

- **Office Manager - Office in Hyde Park, MA**
- Full-time.
- Run the office of a small transportation business.
- \$31.25 - \$36.05/hour

Apply Today!





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.



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.



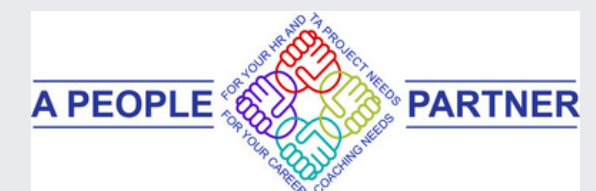
Project Coordinator, Project Administrator, Executive Assistant

- **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.
 - 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.



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.



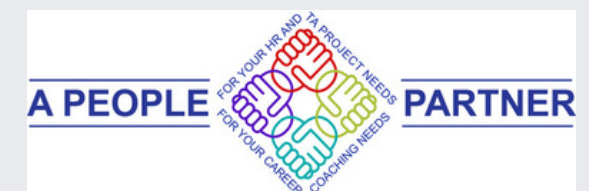
Student Success, Virtual Instructor, Program Coordinator

- **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.



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.



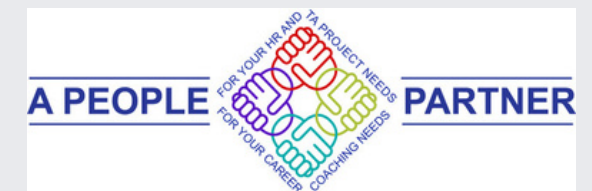
Construction Project Manager

- **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.



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.



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.



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.



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%.
 - 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.



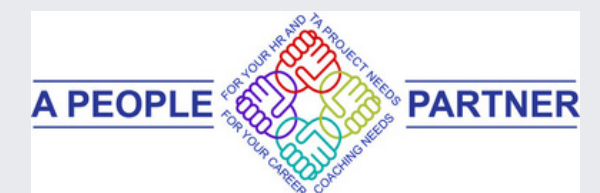
Inside Sales Director

- **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.
 - Team building and team leading.
 - Inside sales because it allows contribution to the entire sale.



Customer Success Manager

- **Industries worked:** healthcare, automotive manufacturing
- **Industries open to:** open to any
- **Locations:** Hartford, CT
- **Work Type:** remote, hybrid
- **Highlights:**
 - 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.
- **Enjoys:**
 - 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.
- **Enjoys:**
 - 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:**
 - Created periodic reports on available product substitutes, pricing and alternative warehouse locations.
 - Processed customer orders for medical/pharmaceutical supplies to be shipped to medical practices and surgical centers.
 - Answered customer inquiries 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.
- **Enjoys:**
 - 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.



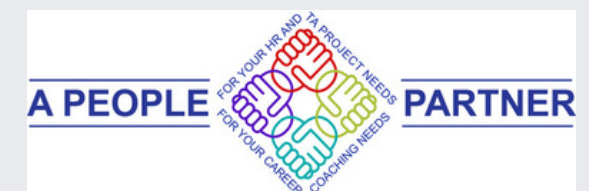
Account Manager, Wellness Specialist

- **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.



Talent Leader, Talent Manager, Senior/Principal Talent Attraction

- **Industries worked:** tech/SaaS/software, manufacturing, merchandising
- **Industries open to:** any
- **Locations:** Lunenburg, MA
- **Work Type:** remote
- **Highlights:**
 - Sourced and recruited nationwide for strategic, enterprise and mid-market account executives, account development reps, customer success, solutions delivery, marketing, product support and leadership positions, resulting in 70 successful hires.
 - Expertise in sourcing passive candidates resulted in the company averages in all metrics including time-to-fill and quality of hire to be top in the country.
 - Participated in bi-weekly analysis of recruitment metrics to identify internal/external hiring gaps for process improvements resulting in a higher candidate experience cNPS score.
 - Built a solid process and partnership with Senior Recruiter that resulted in 99% close rate and over 70 hires.
- **Enjoys:**
 - People and the human experience.
 - Filling high tech positions.
 - Providing positive and inclusive candidate experiences.



Marketing Director, Branding and Strategy

- **Industries worked:** nonprofit, entertainment
- **Industries open to:** open to any
- **Locations:** Massachusetts
- **Work Type:** remote, hybrid, on-site
- **Highlights:**
 - Developed, managed and executed brand strategy.
 - Ensured 800+ regional business members received resources and marketing support to encourage brand equity.
 - Managed omni channel workstreams to define and execute an integrated experiential celebration in support of the Latin Music Industry.
 - Developed, managed and executed integrated marketing campaigns for Fortune 500 companies globally.
- **Enjoys:**
 - Brand development and strategy.
 - Event planning.
 - Relationship building.



Purchasing Manager, Buyer, Procurement

- **Industries worked:** architecture and planning, motor vehicle manufacturing
- **Industries open to:** open to any
- **Locations:** Oklahoma - willing to relocate
- **Work Type:** on-site
- **Highlights:**
 - Managing a budget of \$3.5 million consisting of 9200 WIPs, 1075 BOMs, 111 projects and 154 vendors.
 - Initiating vendor consolidation program resulting in an average of 21% savings.
 - Streamlining purchasing process flows resulting in increased efficiencies of 33% and reducing redundancies.
 - Processes purchasing orders using QuickBooks.
- **Enjoys:**
 - Strategic sourcing.
 - Vendor management.
 - Finding areas to provide cost savings.



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