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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.
- Must have prior experience in transportation industry.
- \$31.25 - \$36.05/hour

Apply Today!





JOB SEEKERS

The next few slides feature our active job seekers.



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.



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.



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.



Executive Assistant, Social Media Manager, Event Coordinator

- **Industries worked:** real estate, entertainment, art
- **Industries open to:** open to any
- **Locations:** New Hampshire, Boston, NYC, NJ
- **Work Type:** remote
- **Highlights:**
 - Marketing, PR and CRM expansion and organization.
 - PR campaigns, promotion and lead generation.
 - Coordinated events.
 - Managed calendar and weekly work.
- **Enjoys:**
 - Creative flair.
 - Social media campaigns.
 - Art.



Proofreader, Editor, Writer

- **Industries worked:** academia, consulting, non-profit, publishing
- **Industries open to:** academia, marketing, publishing, real estate
- **Locations:** Newburyport, MA
- **Work Type:** remote, hybrid
- **Highlights:**
 - Copyedited all material including website content, RFPs, emails, PDFs, social media and fliers.
 - Researched, fact-checked and proofread partner website details to ensure continuity and accuracy.
 - Performed basic and heavy copyediting and proofreading services for a variety of clients, including students, professionals and writers.
 - Performed content editing for student and professional papers, ensuring proper editing for all essays, book chapters, theses, conference papers, business proposals, marketing materials, dissertations and medical journals.
- **Enjoys:**
 - Writing and editing work.
 - Social media management.
 - Creating engaging content.



DEI, Strategic Planning, Development

- **Industries worked:** non-profit
- **Industries open to:** non-profit
- **Locations:** Ames, Iowa
- **Work Type:** remote, hybrid
- **Highlights:**
 - Assisted in creating a strategic plan for three-year goals, as well as work plans for individuals and teams.
 - Partnered with 3 team members to persistently advocate for a valuable DEI policy for the organization.
 - Fundraised 155% of individual crowdsourcing goal to support current and future fellowships.
 - Developed training guides for multiple positions and provided to management for implementation.
- **Enjoys:**
 - Working in non-profit.
 - Advocating for DEI.
 - Planning for the future.



Project Coordinator, Administrative Assistant

- **Industries worked:** non-profit, international
- **Industries open to:** non-profit, government affairs, any
- **Locations:** Lisle, Illinois
- **Work Type:** remote, hybrid, on-site
- **Highlights:**
 - Created donor roadmap using Excel to pinpoint optimal timing and messaging of promotional materials, thus maximizing the success of fundraising efforts.
 - Synthesized field research report of 40+ pages and condensed to 8 pages to increase efficiency.
 - Curated ongoing potential corporate and individual donor spreadsheet consisting of 50+ corporate entities and 20+ individuals with matching interests.
 - Communicated project deadlines to internal and external stakeholders.
- **Enjoys:**
 - Managing projects from beginning to end.
 - Working for international companies.
 - Conducting and compiling research or related information.



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