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# Our Clients Are Hiring!



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## Transportation

### In-Person

- **Operations Manager in Hyde Park, MA**
- \$28 - \$32/hour
- Manage fleet of vehicles.
- Manage drivers.
- Full-time

**Apply Today!**



# 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!

## Solar/Energy Industry

Remote or In-Person

- **Appointment Setter in New England:**
- Full-time or part-time
- Must live in New England.
- 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.



# 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, Account Manager

- **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.



# Business Analyst, Analyst

- **Industries worked:** insurance, trucking
- **Industries open to:** tech, any
- **Locations:** Mullica Hill, NJ, Philadelphia, PA
- **Work Type:** remote, hybrid
- **Highlights:**
  - Analyzed route data configuration and assigned accordingly using Microsoft Excel.
  - Dispatched assistance to drivers on the road.
  - Installed software/hardware in workstations.
  - Assisted help desk tickets level 1.
- **Enjoys:**
  - Technology.
  - Analysis of data.
  - IT.



# Executive Assistant

- **Industries worked:** higher education, defense and space, HR consulting
- **Industries open to:** any
- **Locations:** Newport News, VA
- **Work Type:** remote, hybrid
- **Highlights:**
  - Calendar management of 6 executives simultaneously by using color coding, continuous readjustments of priorities and multiple communication tools including Teams, email and text.
  - Coordinated and scheduled meetings with internal staff, departments, faculty and students with external stakeholders both on-site and virtually.
  - Managed travel arrangements and receipts for executives, staff, faculty and students.
  - Triaged, drafted and composed emails for executives.
- **Enjoys:**
  - Companies with inclusive cultures.
  - Organization and providing executive support.
  - Running events and managing projects.





# Video Project Manager, Video Production Manager, Project Manager

- **Industries worked:** television, entertainment, education company, auto repair
- **Industries open to:** education, video storage, any
- **Locations:** Rochester, NH
- **Work Type:** remote, hybrid
- **Highlights:**
  - Planned and produced 20+ video shots across the country.
  - Project manager for a high profile 700+ video project. Managed all aspects of production.
  - Collaborated with product marketers and social media teams to create promotional/informative videos for products and social media campaigns.
  - Created filming kits and trained authors to film their own footage remotely during the pandemic.
- **Enjoys:**
  - Working in the education industry.
  - Video storage companies and softwares.
  - Managing projects.



# Contact A People Partner, LLC

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