E N



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Transportation

In-Person

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

ADDIVIOCANA

APEOPLE



Real Estate

In-Person or Remote

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

ADDIVIOCAVA



Real Estate

In-Person or Remote

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

ADDIVIOCANA APEOPLE





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





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.





VP of Sales

• Industries worked: high tech, cybersecurity, financial services

• Industries open to: high tech, software

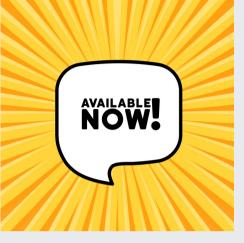
• Locations: Colorado

• 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.



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!

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.
- 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.





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.
- o Providing positive and inclusive candidate experiences.



NOW!

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.
 - o Initiating vendor consolidation program resulting in an average of 21% savings.
 - Streamlining purchasing process flows resulting in increased efficiencies of 33% and reducing redundancies.
 - o Processes purchasing orders using QuickBooks.

- 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.
 - o 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:
 - o 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, disseratations and medical journals.

- Writing and editing work.
- Social media management.
- Creating engaging content.





DEI, Strategic Planning, Development

• Industries worked: non-profit

• Industries open to: non-profit

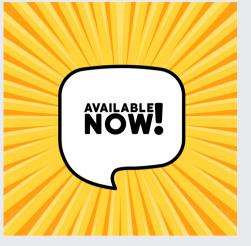
• Locations: Ames, Iowa

• 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.

- Working in non-profit.
- Advocating for DEI.
- Planning for the future.

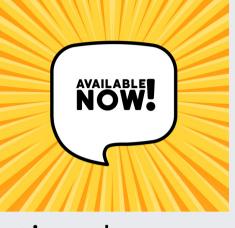




Project Coordinator, Administrative Assistant

- 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.
 - o Communicated project deadlines to internal and external stakeholders.

- 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.
 - o 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.
- o Managed travel arrangements and receipts for executives, staff, faculty and students.
- o Triaged, drafted and composed emails for executives.

- 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.

- Working in the education indsutry.
- Video storage companies and softwares.
- Managing projects.





Legal Operations Manager, Practice Analysis, Paralegal Manager

• Industries worked: legal

• Industries open to: legal, medical device, life sciences, technology, any

• Locations: Dallas, TX

• Work Type: remote, hybrid, on-site

• Highlights:

- Oversee all operational leadership for a caseload of 100+ cases from intake through litigation, including tracking and completing internal and court-imposed deadlines.
- Researched, deployed and trained talented and diverse staff on firmwide new practice management software.
- Recovered \$10,000-\$2.5 million in lost revenue by resolving contract disputes in litigation matters.
- Successfully negotiated vendor agreements with litigation support companies and legal technology providers, ensuring cost efficiencies and reliable services.

- Training and empowering staff.
- Driving projects.
- Building and maintaining relationships





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