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Our Clients Are Hiring!



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!





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.

ADM01



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.



ADM02

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.



HR01



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.



ADM04

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.



SA02

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.



HR02

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.



ADM05

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.



ADM07

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.



HR03

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.



ADM08

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.



SA03

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.



ADM09

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.



ADM10

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.



HR04

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.

ADM11



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.



ADM12

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.



ADM13

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.



HR05

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.



ADM14

Business Analyst, Analyst

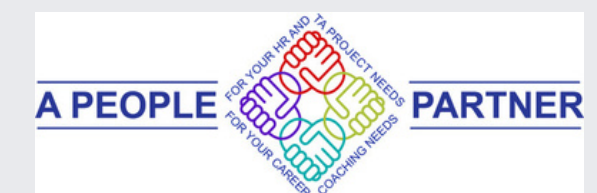
- **Industries worked:** insurance, trucking
- **Industries open to:** tech, any
- **Locations:** Mullica Hill, NJ, Philadelphia, PA
- **Work Type:** remote, hybrid
- **Highlights:**
 - Analyzed route data configuration and assigned accordingly using Microsoft Excel.
 - Dispatched assistance to drivers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



ADM17

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.



ADM18

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.



ADM19

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.
- **Enjoys:**
 - Training and empowering staff.
 - Driving projects.
 - Building and maintaining relationships.



ADM20

Operations Manager, Program Coordinator, Creative Services Operations

- **Industries worked:** education technology, retail, nonprofit, technology
- **Industries open to:** any
- **Locations:** Lowell, MA
- **Work Type:** remote
- **Highlights:**
 - Managed resource planning, allocation and assignment for 50+ Northeast accounts, driving process improvement.
 - Tracked inventory levels on Shopify, increasing accuracy of order fulfillment by 98%.
 - Developed and curated reports to communicate utilization, unpaid services, at-risk accounts and staffing needs to internal stakeholders, providing guidance for improvement.
 - Coached associates on effective best practices to manage portfolios, empowering internal teams to adhere to operational policies.
- **Enjoys:**
 - Companies that do creative work.
 - Gravitates toward systems improvement.
 - Process improvement.



ADM21

988 Specialist, Case Manager, Resource and Referral Specialist

- **Industries worked:** crisis support, behavioral health, health
- **Industries open to:** nonprofits, crisis support, behavioral health
- **Locations:** Arizona
- **Work Type:** remote
- **Highlights:**
 - Provided phone-based advocacy, high-quality informational conversations to provide guidance, advocacy and support with referrals for individuals with food and housing insecurity.
 - Coordinated with DCS staff, judges, lawyers, guardians and attorney generals to carry out case-specific needs to advocate for reunification on behalf of clients.
 - Built out weekly meeting materials to teach skills and concepts to larger team of 35+ including team, leadership and DCS staff.
 - Managed a team of 7 practitioners with a total of 60-100 cases across the team.
- **Enjoys:**
 - Providing resources to those in need.
 - Helping people.
 - Mission-driven organizations.



ADM22

Student Success, Youth Coordinator, UX/UI Design

- **Industries worked:** childhood education, higher education, nonprofit, tech
- **Industries open to:** any
- **Locations:** Iowa
- **Work Type:** remote or hybrid
- **Highlights:**
 - Coached 20+ individuals with one or more barrier(s) on appropriate workplace etiquette, improving overall job performance evaluation.
 - Provided one-on-one support to 15+ students with varying learning needs, fostering their academic growth.
 - Successfully executed and managed a structured classroom curriculum for 20+ students, ensuring effective learning experiences for children.
 - Uploaded and organized data using advanced data management tools and software, ensuring seamless accessibility and accuracy for users, increasing uploads by 50%.
- **Enjoys:**
 - Supporting people with barriers.
 - Helping people.
 - Mission-driven organizations.



ADM23

Leadership Development, Human Resources, Change Management

- **Industries worked:** investment management
- **Industries open to:** any
- **Locations:** Pennsylvania
- **Work Type:** remote or hybrid
- **Highlights:**
 - Increased morale which led to a 100% employee satisfaction rating of her leadership.
 - Partnered with program leaders to create comprehensive and cohesive change management plans for people and process changes, employee impacts and critical senior leader and stakeholder communications.
 - Defined leadership goals, integrated process improvements and obtained senior executive buy-in on proposals and workstream plans.
 - Successfully created a global workforce hiring strategy for sourcing, hiring and retention of top talent within two departments, with approximately 200-300 employees overall.
- **Enjoys:**
 - Learning and being challenged.
 - Passionate about business transformation.
 - Change management initiatives.



HR06

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