





# Our Clients Are Hiring!





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## 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.

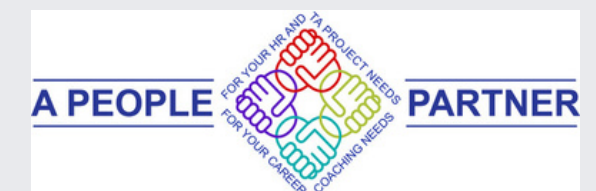


ADM09



# 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



# Contact A People Partner, LLC

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