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Candidate Bulletin
Profiles of Our Professionals
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Summary of the Professionals you will find in this Bulletin

Professionals

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Installation, Maintenance and Repair Technicians	1
Legal Services	4
Office and Administrative Support	5
Product and Process Management	7
Research and Development	5
Sales and Business Development	13
Total	87

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
	Operations Executive	193443	Profit driven strategic operations executive, globally seasoned in providing thorough consultative and influential recommendations resulting in an organization's market growth. Over 10 years of revenue driven experience in Financial Services and Real Estate franchise industries. Created and implemented strategies for successful management of domestic and international projects through completion. Extensive experience in strategic operations, consulting, business development, technology implementation with above average innovation management, customer service, project management, business planning and presentation skills.
Accounting and Finance			
	Accountant	311783	Cost, Payroll, or Staff Accountant: Director of Meetings for the Raritan Valley Chapter of the Institute of Management Accountants. Government Liaison Officer for the Lehigh Valley Chapter of the American Payroll Association and Fundamentals of Payroll Certification. Completed Advanced Excel 2007 Functions and Pivot Tables, Computerized Bookkeeping Diploma Program using Quickbooks 2010, and Microsoft Office 2007 Open Lab Diploma Program at Lehigh Carbon Community College. Proactive and highly analytical. Demonstrated use of advanced computer skills to identify problems and create effective solutions. Exceptional communication and organizational skills with ability to work independently and as a contributing team member.
	Accountant	609112	Accounting professional with a strong financial background, excellent organizational skills combined with an extensive base of knowledge and experience to assist companies in meeting their financial objectives. Performed month end closing, general ledger activities, accruals, account analysis, bank reconciliation, physical inventory count, audit and special assignments. Proficient in MS Word, Excel, Quickbooks, Sage and SAP. Highly focused and detail-oriented, able to identify goals, priorities & resolve issues in initial stages. Values set on helping companies make money, save money and improve processes.

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Job Category	Job Title	One Stop Number	Profile
	Accounting and Finance		
	Accountant	720480	<p>As a forward-thinking accountant with a wealth of experience in the manufacturing, insurance, and cable sectors. Known for broad success in introducing solutions to streamline accounting operations, maintain financial controls, and reduce costs. Record of accomplishment in driving bottom-line performance improvement.</p> <p>Specialties: Technology Skills: Financial: J. D. Edwards, Hyperion, Oracle Financials, Great Plains Dynamics General: Microsoft Excel, Word, PowerPoint; Lotus Notes Programming: Novell Networking, Windows Macros, Visual Basic Data Mining: Microsoft Access & Query, SQL, Viewpoint for Windows, Showcase Data Warehouse Query</p>
	Accountant	757800	<p>An accounting professional with experience in the telecommunications and software industries. Expertise in monthly bookclose, financial statement analysis, consolidation and general ledger system conversions. Strengths include a strong ability to effect change at the corporate and division level, work in a team environment, and manage priorities with calm confidence.</p> <p>Prepared the monthly account analysis fluctuations of other income/expense and cash for the monthly results package.</p> <p>Budget, actual and forecast income statement analysis of the international corporate business unit.</p> <p>Developed and executed internal control in support of Sarbanes-Oxley initiatives.</p> <p>Provided External Reporting with critical input in support of the 10-K and 10-Q to comply with SEC reporting requirements</p> <p>Reconciled bank statement to general ledger for all companies cash balances.</p>
	Auditor / Accountant	863616	<p>Auditor/Accountant with extensive experience within fortune 500 companies. Bachelors Science Degree in Accounting.</p> <p>Recognized for my customer service skills and my due diligence in completing assignments accurately and on time.</p> <p>Proficient in SAP, Oracle, Quickbooks, Lawson, TM1, Excel, Access, Word, Outlook, CARS/IS, Model N, Lotus Notes, Thunderbird.</p> <p>Bilingual: Spanish</p>

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Job Category	Job Title	One Stop Number	Profile
Accounting and Finance			
	Certified Public Accountant	303372	Experienced professional in financial reporting, auditing and taxation with a working knowledge of a multitude of accounting software packages. Dedicated, hands-on, deadline-oriented team-player capable of working independently, while improving individual and organizational performance. Certified Public Accountant (CPA) in the State of New Jersey.
	Director, Vice President, Manager	657184	Director/Fundraiser/Event Planner. Experienced manager with strong analytical and organizational skills. Excellent oral and written communication capabilities. Broad-based fundraising experience in annual programs and special events. Master's Degree in Professional Accounting. Sales and marketing experience with profit and nonprofit organizations. Proficient in Microsoft Office 2007, Microsoft Outlook, Raiser's Edge, DonorPerfect, and 2010 QuickBooks.
	Finance - International	883312	Experienced broad-based finance professional with extensive experience in international treasury, financial planning and analysis, acquisitions and in-licensing. Managed treasury aspects of a large spin-off, directed multiple billion dollar cash repatriations and monitored over 80 foreign and domestic legal entities. Active role in cash flow planning and P&L budgeting at both operational and headquarters levels. Utilized FP&A experience while on task force to revise projections and budgeting of a \$20bn company. Lead financial analyst on a \$1 billion acquisition, and several collaborations. Skilled manager with a history of developing staff. Flexible, calm, deliberate and decisive professional, with experience living and working in five countries looking for the next challenge.

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Accounting and Finance			
	Trust Administrator:	409923	Extensive experience in financial services with an emphasis on trust administration with responsibilities which include administration of more than 250 trust, estates and investment management accounts analyze and interpret trust agreements and wills to determine disposition of trust assets and handled daily administration in compliance with governing instruments, policies and procedures. Represented firm in judicial proceedings. Contributed to retention of high net worth client relationships. Opened and closed trust and estate accounts; collected account assets; participated in the administration of client portfolios; monitored overdraft reports. Implemented and maintained with colleague a bank-wide Insurance Trust Database for more than 5,000 policies, increasing revenue and reduced liability and cost by 100 percent. Met with clients, attorneys, regulatory agencies, clergies, tax analysts and bank representatives regarding various account issues. Consulted with clients regarding issues such as taxes, discretionary payments, electronic transfers, address changes, overdrafts and account maintenance. Accomplishments reflect interpersonal, organizing and problem solving skills. Strong client focus.
Advertising and Marketing			
	Advertising and Marketing	859488	Creative, strategic marketing and communications professional with extensive experience in both the non-profit and for profit sectors. Broad-based non-profit background includes foundations, charities, research, education, and the arts combined with private sector background including major advertising and public relations firm. Demonstrated track record leveraging media in support of philanthropic goals. Consistent high performance in developing executing, and directing the communications for special events. Recently awarded Mini-MBA.
	Corporate Communications Executive	858921	Senior Communications Strategist with 20+ years of experience driving media outreach and internal communications for major institutions. Media spokesperson and valued provider of advanced counsel to C-level executives. Regarded for directing transformational communications that preserve brand integrity through crises and major organizational change. Wholehearted executive with an ability to impact corporate strategy and move colleagues and key external partners to embrace it. Combines journalistic sensibility with business insight to shape key messaging aligned with long-term objectives. MBA in Marketing.

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Advertising and Marketing			
	Graphic Designer	906477	Art Director: Experienced Art Director able to develop and oversee design projects through all stages from inception through completion. Extremely organized, detailed oriented, reliable, confident, able to work as a team leader or contributor. Working knowledge of design programs such as Quark, Adobe InDesign, Illustrator, Photoshop, Dreamweaver, Powerpoint, Word, and Excel. Understand branding and regulatory, oversee press runs and creates mock ups.
	Marketing Product Manager	738831	Marketing Professional with extensive experience with consumer products. Adept at formulating strategic plans and selling concepts that resulted in achieving and exceeding sales goals. Successfully launched new products and managed them through their life cycle. Demonstrated strengths in product development, package design, pricing strategy, promotion development, market analysis, cost containment and P&L management. Hands on decision maker with excellent analytical, negotiating and communications skills.
	Project / Brand Manager or Director	387262	A strategically oriented marketing communications executive with a record of supplying unique solutions that grow revenue and increase profitability. In Corporate and Agency responsibilities conceives, develops and delivers programs that have multimillion dollar impact on the bottom line. In one Agency responsibility, grew billings from M\$4 to M\$28 in seven years. In another, launched the most successful product of biotechnology. Seeking the opportunity to make additional significant contributions.
Construction Management			
	Construction Management	442453	Director of Operations, Senior Construction Manager, Real Estate Development Portfolio Manager Progressive experience in directing day to day company's operations, construction management and design of residential, commercial, corporate and hospitality projects between 50,000sf to 1,300,000sf and budgets between \$3,800,000.00 and \$273,000,000.00. High potential professional managing daily operations, reviewing financial statements and budgets to fund operations, maximize investments and increase efficiency, ensuring that all work is completed on schedule and budget, reviewing work schedules and activity reports, delegating duties, forecasting the use of human resources, managing staff, planning the use of materials, overseeing the performance of entire team involved in the design and construction process.

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Construction Management			
	HVAC Service & Installation Professional	098667	Enthusiastic, Universal Certified HVAC professional experienced in both commercial and residential area. Acknowledged for consistently delivering projects with high quality, on-time and on budget. Respected team leader in both union and non-union environments, managing day to day activities of 6-8 workers. Demonstrated expertise in installations, maintenance and repair of heating, cooling and ventilation systems. Proficient in gas hot air, air-conditioning, and hydronic heating systems.
Customer Service			
	Distribution Operations Manager	919645	Distribution Operations Manager/Accounts Receivable Supervisor: Experienced, accomplished operation and distribution professional with expertise in strategic planning, budget planning/analysis. Successful team builder and leader who recognizes the necessity to develop and train an extremely efficient staff. Innovative, high energy professional with excellent organizational and communication skills and the capacity to assume increasingly significant responsibilities. Revitalized revenue structure through numerous restructuring and consolidation efforts. Created and guaranteed adherence to service level standards to maintain customer satisfaction. Experience also in Accounts Receivable, developing and managing a full time staff of account representatives. Successfully coordinated receivables and credit approvals for over 400 privately owned accounts. Seeking a position in a small to mid-sized company where these varied management skills can be utilized.
	Sr Account Service Representative	809212	Highly energetic outside sales representative looking to represent quality merchandise. Managed a large territory including New York, New York State, lower Connecticut and Northern New Jersey in the Toy Industry. Responsibilities included all aspects of setting up Toy Fairs and Trade Shows, in-store displays, samples lines and generating sales and leading large scale promotions. Experience also included resolving credit issues related to customer accounts. Experience covered smaller retailers as well as big box stores such as Wegman's and Macy's 34th Street Store. Increased overall sales up to 60% with the factory promotions that gained retailers' attention with freight and dating. Pursuing a similar position with other product lines such as the Food Industry. Willing to train and

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Editorial and Writing Services			
	Editorial and Writing Services	247743	A mechanically inclined individual with a background in basic electronics, extensive experience in all post- prepress phases of Commercial Printing and Bindery procedures including the repair/maintenance of equipment and inventory. Have instructed and trained employees on related equipment while promoting a positive attitude. Implemented a press procedure for all presses that simplified job set up and increased production by reducing press downtime thereby saving the company \$\$\$.
Educational Services			
	Client Relationship Manager	986178	Liberal Arts graduate of The University of Chicago experienced in high profile sales and customer service positions and diverse industry audiences including: academia, finance, advertising, automotive and logistics. Coordinated 30 reunions, generated 22 new advertisers, and lead regional promotion for Saturn brand cars. Seasoned supply chain route driver who delivered up to 180 retail and commercial accounts and 280 packages daily and by deadline. Trainer to seasonal and new hire personnel of standard operating procedures. Skills include: consultative selling, database development, scheduling, inventory management, customer retention, and product promotion. Proven and capable of integrating new IT into workflow; integral in implementing new technology systems for United Parcel Service (PAS and EDD). Accomplished Microsoft Office 2010: Word, Excel, Access, and PowerPoint update and currently studying IT coursework online. Seeking to apply energy and expertise as a Client Relationship Manager consulting with clients to understand their unique needs and satisfying them with the solutions a company offers
	College Professor and Administrator	299422	Educator with experience in college teaching, curriculum development, educational research, and grant proposals. Additional experience in corporate training, development and management of information technology initiatives, business and system requirements collection, software usability, and system development practices. Master of Arts degree in Psychology with emphasis in College Teaching. New Jersey teaching certificates in Social Studies and Psychology. Masters Certificate in Information Technology Project Management. Series 7, Series 63, and Life and Health Insurance Authorities. Several publications and research presentations at national conferences.

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	Educational Services		
	Educator/Trainer/Collegial Supervisor/Author	677704	Experienced in teaching, training, coaching, motivating, supervising, curriculum development, and advisory committee leadership. Planned, marketed, implemented and evaluated projects increasing communication, self-awareness and life planning. Taught college students study skills resulting in a .5 average increase in GPA. Mentored an employee from near firing to receiving an award. Motivated reluctant teen men to start and complete clothing projects.
	Engineering		
	CAD Designer	207996	CAD Designer seeking a position in Product Development/Engineering/Design. Two years of CAD experience with Tiffany & Co. in New Product Engineering. Demonstrated high level skills utilizing industry leading CAD software with strong proficiency with Photoshop and Illustrator. Collaborations with various constituents assured that top quality products were reproduced in accurate detail, resulting in strong customer satisfaction. Areas of expertise include... CAD/CAM Software: Rhino 4.0 (expert), MasterCam, SolidWorks, and AutoCAD Enterprise Systems: JD Edwards EnterpriseOne, Siemens PLM TeamCenter-trained Other Software: Adobe Illustrator, Photoshop, Microsoft Office - Excel, Word, PowerPoint, Publisher
	Civil Engineer	852084	852084 Staff Construction Engineer: Experienced highway design professional seeking opportunities in being part of a construction management team for heavy civil/infrastructure projects. Background includes development of preferred alternative of highway design through Final Design submission package of project plans, quantities, cost estimate and specifications. Designed roadway geometry, pavement and infield grading, drainage design and roadside design, staging design, coordination with structures. Experienced with NJ Department of Transportation and NJ Turnpike Authority design standards, Microstation CADD and Inroads software.

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	Engineering		
	Electronic Engineer	692576	Career electronic engineer who is expert in the areas of antenna design, RF/microwave engineering, and testing of that hardware. As both a project and development engineer, was successful at delivering numerous systems. Always focused on customer needs and schedule from proposal to delivery. Makes use of extensive education, math, and science skills to arrive at novel solutions to engineering problems. As a development engineer, has proven to be a thorough researcher as well as a methodical tester. As a project engineer, has shown ability at dealing with a number of corporate disciplines including outside vendors, inside purchasing, and quality assurance in order to meet project needs.
	Environmental Engineer	420776	Experienced in site remediation and compliance with broad background in hazardous waste, water pollution and air pollution issues. Track record of saving money through implementation of cost effective ideas. In one case, saved \$250,000 by simplifying remediation of hazardous site cleanup. In another case, saved 50% of cleanup cost by converting contaminated soil from hazardous to non hazardous waste. Seeking a position in a consulting firm or environmental health and safety staff.
	Facilities Management		
	Assistant Chief Engineer	898751	<p>898751 Assistant Chief Engineer: Team Builder providing quality customer service utilizing genuine concern for both client and employees Responsible for supervising and scheduling the maintenance staff on facility repairs, Create and schedule preventive maintenance program with outside vendors for 3 facilities</p> <p>Coordinate and schedule training for Operations Group Negotiate with contractors on equipment/service/ repairs adding up to substantial savings for the client Prepare and submit purchase-order requests Insure the availability of inventory for maintaining critical equipment – UPS modules,</p>
	Graphic Design		
	Graphic Designer	202026	A dynamic and successful Graphic Designer with progressive experience using state of the art digital design platforms and software. Created an extensive range of printed material. Proficient at directing all facets of a design project from conception to final printed product. Able to adapt quickly to new software and communicate effectively with team members ensuring a positive outcome on all print projects.

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Health Care Practitioners and Support			
	Certified Medical Assistant	984650	<p>984650 Certified Medical Assistant: Experienced Staff Sergeant/Field Medic with the NJ National Guard for many years</p> <p>has a strong background in dealing with emergencies, working with physicians and nurses. Developed and taught classes</p> <p>to soldiers, triaged and treated the sick and injured. Hospital trained at Brook Army Medical Center learning hospital</p> <p>procedures and care for patients. Graduate of Sanford Brown Institutes Medical Assisting Program with honors.</p> <p>Knowledgeable in medical terminology, clinical, EKG, phlebotomy, patient vitals, computer, administrative and</p> <p>organizational skill sets.</p>
Human Resources			
	Administrative Support	861854	<p>Bilingual bicultural Spanish/English HR professional. Self starter who is detailed oriented with strong follow up skills and great ability to multitask. Goal is to support HR team by effectively utilizing my administrative and analytical skills to assist in the progress and advancement of the firm.</p>
	Compensation Director	888483	<p>Compensation Director: MBA, CCP, GRP with broad industry experience and expertise in Compensation and Human Resources Leadership and Management. Highly proficient in compensation, executive compensation, sales compensation and project management. Designed, developed and implemented various compensation and human resources policies, programs, plans and training programs to accomplish organizational objectives. Proven ability to lead, attract and motivate key talent.</p>

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	Human Resources		
	Compensation Manager	019674	019674 – Compensation Manager: Certified Compensation Professional (CCP) offering an extensive background in Compensation, including experience in design, development, implementation, communication and evaluation of salary, bonus, long-term incentive, sales incentive, recognition and reward programs. Valued business partner with demonstrated success in negotiating win-win compromises, harmonizing compensation policies, developing rewards and recognition programs, benchmarking external market, job evaluations and leveling, and partnering on cross functional teams to develop tools and processes. Experience in a Fortune 100 global pharmaceutical company with a career distinguished by commended performance and proven results.
	HR/Administrative Support	336030	HR/Administrative Support: Professional with experience in planning, organizing, and office support including payroll using ADP, purchasing, recruiting, staff coordination/scheduling, and coordinating the implementation of services and policies. Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets, filing, and faxing, and data entry. Leader and manager reporting directly to the President (or Owner) with direct responsibility for administrative and day to day operations, including overseeing a team of 25.
	Human Resources	707408	Dedicated professional who seeks either a Human Resources position or Program Coordination role. Strong Human Resources background in benefits administration, training and development, curriculum development, recruitment, FMLA administration, employee relations and platform/presentation skills. Ability to develop and educate employees on benefit programs that increase employee retention, bring qualified applicants to the table and develop and facilitate training programs that meet organizational goals. In a Program Coordination position, experience in a college environment to develop, recruit, promote and present in a seminar fashion.
	Human Resources Manager	884197	Human Resources Professional: Human Resources Professional with diversified experience in full-cycle recruiting, compensation and benefit administration, employee relations and shared services. Organized, proactive, team player, strong customer service orientation, works well across all levels in an organization. Experienced in telecommunications, manufacturing, pharmaceutical and healthcare industries.

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Human Resources			
	Human Resources Professional	779619	Innovative, passionate, and resourceful Human Resources professional with a record of recruiting, developing and retaining key employees in a global scope. Excellent insight, knowledge, and skills to support business group and achieve business objectives. Natural ability to communicate professionally with individuals of all organizational and cultural levels. Precise, effective, and efficient problem solver. Fluent in English and Mandarin.
Information Technology and Data Processing			
	Data-Center Facilities Specialist	849089	Experienced Facilities Manager with a strong background in Data-Center Operations. Responsible for re-designing 2 Multi Million Dollar Centers, increasing air flow by 37% and 28%. Played key role in writing SOP's for preventative maintenance on CRAC units, PDU's, UPS and Fire Supression systems. Leader and team contributor in all area's of Data-Center Operations. Demonstrated interpersonal, communication, organizational and written skills.
	Director IT, IT Operations, Team Leader, Manager	453936	Information Technology professional expert in creating efficient solutions that deliver business process optimization and powerful return on investment. Known as a creative problem solver who produces innovative solutions in IT strategy, operations, architecture and risk management. Accomplished in systems design, implementation, project management, and process improvement utilizing COBIT, ITIL, PMBOK and other industry best practices tools and frameworks. A proven manager with a strong reputation for delivering projects and programs timely, within budget and scope. Certifications: PMP, CRISC, ITIL.
	Help Desk Analyst	930806	Result oriented support engineer with multiple college degrees and a successful 13-year track record of excellent customer service. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing informative documentation while meeting necessary deadlines. Attained special recognition for going above and beyond. Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments, while maintaining an emphasis on quality. Excellent people skills. Supported implementation of new HP call-tracking system.

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Information Technology and Data Processing			
	Information Technology	812598	IT Project Manager: Hands-on management and development of strong internal and external team resources, process improvement and issue resolution for scheduled deployment. Diversified experience supporting remote and corporate sites with voice and data communications. Proven reputation with successful completion of projects utilizing PMI disciplines - on time and within or under budget. Document policy and procedures for site implementation and disaster recovery in areas of responsibility. Perform maintenance, diagnostics, development and training for many IT and telecommunications systems. Maintained schedules and project issues reporting to stakeholders on weekly and/or daily basis.
	IT Manager / Business Analyst / Senior Systems Analyst	749035	IT Professional experienced in Information Systems. Providing strategies, procedures and solutions for business goals and requirements. An effective leader, enhancing teamwork in project management. Skilled in developing and motivating others through the use of excellent communication. Experienced in designing, implementing, improving and maintaining systems
	IT Manager, Project Manager, Program Manager, Business Analyst.	915498	Collaborative leader with a proven record of building high-quality relationships and motivating cross-functional teams in a global matrix environment. Managed teams implementing a variety of projects with budgets up to \$440 million. Consistently delivering strategic solutions that achieve client objectives. Skills include requirements analysis, scope, business case and proposal definition, project planning, and capital appropriation requests. Specialties include financial and budget analysis, monitoring, variance tracking, metrics and status reporting, executive dashboards and summaries, and milestone attainment while meeting timelines and remaining within budget. Certificate in Project Management, Rutgers Institute for Management. Bachelor of Science, Business Administration. Focused on helping teams achieve their goals.

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Information Technology and Data Processing	IT Project Manager	806053	<p>Experienced manager who has provided guidance and leadership to IT group in area of Project Management. Created business ROI and financial summaries for individual projects, created a summary of projects which tied into IT financial results and reviewed all open projects with managers on a monthly basis. Utilized strong financial background to manage monthly closes, forecasts and yearly preparation of IT budget. Utilized experience in SAP applications, development, application security and compliance calibrator to adapt Sarbanes Oxley requirements to IT operations. Experienced in SAP CRM module. Gathered business requirements, wrote specifications for development, wrote training material, tested application and provided training to key users in the CRM application. Skilled manager with varied operational experience and good communications skills who would like to use those skills in a business environment and open to consultant opportunities.</p>
	Local Area Network Administrator	749410	<p>Local Area Network Administrator with extensive experience in diverse network engineering roles for leading telecommunication companies. Possesses first-rate communications and collaboration skills, applicable to all organizational levels to contribute an understanding of networking technology issues and practices. Track record for identifying complex problems and consistently generating productive solutions. Recognized for managing converged LAN switch architectures (wired, wireless and VOIP) which significantly improved systems performance and stability. Extensive hands on experience with enterprise local area network switches, with extensive experience in diverse network engineering roles for leading telecommunication companies. Possesses first-rate communications and collaboration skills, applicable to all organizational levels to contribute an understanding of networking technology issues and practices. Track record for identifying complex problems and consistently generating productive solutions. Recognized for managing converged LAN switch architectures (wired, wireless and VOIP) which significantly improved systems performance and stability. Extensive hands on experience with enterprise local area network switches.</p>

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Information Technology and Data Processing	Managerial/Supervisory	776046	Information Technology Customer Service Professional with significant experience in system development life cycle (SDLC) including business analysis, systems analysis, project management, client interface, quality assurance, applications development, supervisory experience, system design, systems programming support, system testing, planning, computer operations, on-line and batch systems, performance analysis, hardware and software evaluation. Experienced on defining the business process. Worked on a variety of business applications (e.g. information tracking, general ledger, billing, marketing, customer care, financial reporting, contract management, auditing, security, etc.). Performed call center Customer Service functions to help the destitute.
	Operations Manager	421216	Thorough, efficient, and organized Operations Manager. Creative and versatile in devising, developing, implementing, and managing strategic programs to drive bottom line results. Strong analytical skills in troubleshooting and resolving complex problems. Experienced in the operation and maintenance of electronics systems, encompassing video, radio communications, and control applications. Adept at coaching, training, and leading other technicians to achieve successful project results.
	Operations Manager	436634	Bank Operations professional with extensive experience in data processing, loan, deposit and accounting operations. An Operations Manager dedicated to productivity, profitability and service excellence with experience in project management and product development. Enthusiastic attitude and excellent listening and assessment skills provide the measurable difference my customers have come to know and expect. A recognized problem solver.
	Project Manager	627612	Service Delivery Manager/Engagement Manager/Project Manager: IT Professional known as an excellent listener and business partner who understands the needs and challenges of business and users and effectively manages customer expectations. Two plus years with overall administrative responsibility for a company network with a strong focus on increasing efficiency and improving information security and integrity. 10 years in Oracle application development and support, e.g., completed implementation of a departmental system built with Oracle tools and requiring extensive customization of data structures, internal processing, the user interface and report library. Technical skills include: strong analytical skills—can create plans for management; developers can code from logic; extensive use of PL/SQL in data migration, remote system updating, extraction and reformatting, and business rules enforcement.

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Information Technology and Data Processing	Software Business Consultant/Analyst/SME	872993	Software Business Consultant/Analyst/SME with proven analytical, managerial and leadership abilities in Group Medical, Dental and Disability claims adjudication systems. Reliable professional with a proven track record in new business implementations, support, and training. Highly proficient in nurturing vendor/customer relationships. Comfortable interfacing with all aspects of system implementations ie: Clients, IT Developers, Sales, Support, Documentation. Have expert hands on experience paying claims, defining business requirements, writing functional specifications, system configurations, reporting and support. Have keen business understanding of claim data elements. Excellent understanding of claim adjudication workflow from claim entry to membership, policy rules, claim payment and reporting.
	System Administrator	374735	Has 10 years experience with Microsoft Windows 2003 server. Maintained network of over 30 servers (built most of them and maintained all of them - NT4, 2000, 2003, SQL2000, Citrix, some AIX) and a few hundred desktops and laptops (mostly XP Pro with Microsoft OFFICE 2003/2007 Pro) in a corporate and retail POS environment. Also the Microsoft Exchange 2003 email administrator. Also built and maintained a Blackberry BES server that served about 30 Exchange email users. Rolled out and maintained a wireless 802.11g access point network in a 50 store chain that allowed corporate to check in vendor orders on time so they could take advantage of the 1 or 2% discounts on net 10 day payables. SYSOPR for an IBM AS400. Managed tape backups of the servers and AS400. Also setup and maintained a SSL VPN portal for both corporate users and vendors. Trained and knowledgeable with Cisco routers and switches (CCNA equivalent.) Bottom line - strives for best possible user's experience by taking care of problems before and as they happen to minimize user and network downtime. Interested in an opportunity where I could use my skills to help achieve the business goals of the organization.

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Information Technology and Data Processing			
	Telecom Business Analyst/UNIX Admin	300212	Telecom business analyst with expertise in delivering production invoices and implementing new invoices within SLAs. Experienced in coordinating and training analysts outside of the country. Familiar with manual invoice processing and related customer issues such as late fees and resolving billing issues. UNIX Systems Administrator with expertise in performing upgrades and coordinating rollouts in partnership with technical teams and clients. Skilled in listening, identifying needs, developing a plan and collaborating with clients to achieve the optimal fit between the schedule and business needs. Able to effectively synthesize and communicate complex material to a diverse audience ranging from technical to non-technical.
Installation, Maintenance and Repair			
	Installation, Maintenance and Repair Technicians	363457	Customer oriented experienced technician with proven ability to improve customer satisfaction by: providing the correct equipment to meet customer needs, developing structured wiring system to simplify install and enable quick problem resolution, thoroughly training customer on operation of system and follow-up, resulting in customer down of less than 2%. Expertise in FTA, Ku, and Ka satellite systems. Familiar with NEC and FCC codes and requirements pertaining to installation. Management of materials used to meet customers' needs. Experience in retail management.
Legal Services			
	Corporate/Commercial Attorney	928642	Accomplished corporate/commercial attorney with background in diverse industries. Broad-based experience handling a wide variety of legal matters with particular expertise in negotiating and drafting contracts of all kinds, advertising and marketing, franchising and regulatory compliance. In most recent position, handled the above work for 12 operating subsidiaries simultaneously. Excellent analytical, drafting, communication and relationship building skills. A self-starter who produces a huge volume of high quality legal work daily.

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	Legal Services		
	Legal Advocate/Legal Coder	062479	Administrative Assistant with three years experience in filing complaints in Condominium Association matters electronically, filing matters in name changes, divorces, preparing drafts of estate planning documents, billing, answering phones for multi-lines, good keyboarding skills. Maintained, inventory, ordered/purchased products and services as pertaining to needs of firm. Team player, conscientious, organized efficient worker. Good public relations, customer interaction and asset to firm. Seeking position as a Legal Advocate in an environment which will allow for growth, potential for contribution to your bottom line in either a firm or organizations legal department. A member of Professional Service Group of Central New Jersey.
	Paralegal	449685	<p>Seeking position as a Legal Advocate in an environment which will allow for growth, potential for contribution to your bottom line in either a firm or organizations legal department. A member of Professional Service Group of Central New Jersey.</p> <p>AAS Degree in Paralegal studies from and ABA approved program. AAS degree in construction technology. Many years office experience, detail oriented multi-tasker, excellent organizational skills, diligent, strong work ethic with ability to learn. Proficient in MS Office 2003 & 2007, Easy Soft legal software and Lexis. Can read site-work blueprints and do estimating contracts, proposals, invoicing and some accounting experience. Great people skills, extremely versatile, trained and qualified mediator and Notary Public.</p>
	Trial Attorney	455189	Seasoned professional trial lawyer who has tried over a thousand cases primarily in the Superior Court Law division as well as worker compensation courts and courts of criminal jurisdiction. Also have prepared hundreds of briefs in several areas of the law and have appeared before the Appellate, Law and Chancery divisions on several occasions for arguments. Legal research, ability to try difficult cases as well as ability to interact favorably with others including judges and colleagues are strong points.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Office and Administrative Support			
		521671	<p>521671 I have a very diversified background as a Quality Control Laboratory Technician/Chemist.</p> <p>My industry experience includes Environmental, Pharmaceutical and Consumer-Household Products.</p> <p>I also have administrative work experience in data entry, scheduling, telephone handling of high volume incoming calls, filing, copying, etc.</p> <p>Attention to detail, accuracy, customer service is part of my work ethics.</p>
	Highly Motivated Administrative Assistant	485500	<p>Highly motivated administrative assistant with over ten years experience supporting managers in the telecommunications industry. Proficient Microsoft Office application skills. Recognized for being highly organized, detail-oriented, with excellent written and verbal skills. Experienced front desk receptionist within the healthcare industry. Skills include: customer service, data entry, patient intake and appointment scheduling. I am interested in leveraging my skills in any industry to help the company achieve their goals.</p>
	Librarian	448759	<p>A librarian with a background in library directorship, intellectual property protection and reuse, records management, knowledge management, document management, publication clearance, technical documents export compliance, discovering and implementing process improvements, negotiating and conducting analyst presentations, and secondary market research. She is organized, able to meet deadlines, detailed, able to work independently and in teams, and a certified professional librarian in New Jersey and Massachusetts. Volunteer work include participating in the Programs and Networking Committee of Professional Services Group of Central New Jersey; tutoring a non-native English speaker to read, write, and speak English through Literacy Volunteers of Somerset County; and through Temple Beth-El recruit, coordinate, and train volunteer workers and enlist donors for its semi-annual blood drives.</p>
	Office Manager	156422	<p>Degrees in chemistry and graduate work in zoology. Over 10 years in retail primarily as office manager (and cash office), which involved coordinating with a number of other departments - solving problems, answering questions, and keeping things in general on track. Backup for receiving manager, service desk/front-end supervisor, and many other positions. Could do multiple tasks/jobs and keep track of the threads of each when had to jump from one to another. Hands-on training in SAS programming and MS Office. Knowledge of SQL and Biostatistics.</p>

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Office and Administrative Support			
	Office Manager/Bookkeeper/Administrative Assistant	317759	Detail-driven, organized, multi-tasking Office Manager with expert skills in Customer Service, Accounts Payable and Receivable, Payroll, Microsoft Excel and Word, Quickbooks, Reception, Writing and Proofreading, and Data Entry. Generated and compiled database of thousands of potential clients; prepared weekly mail campaigns to at least 100 of these prospective customers. This self-starter has confidence and a poised, professional appearance and friendly, upbeat disposition.
Product and Process Management			
	Business Analyst	375908	Results-oriented project manager with business analyst, operations management and process improvement focus and proven record of accomplishment in systems operations. Disciplined and a strong problem solver with the ability to communicate, build relationships and influence at executive and staff levels. Lead cross-functional teams in managing expectations, obstacles and results. Conceived, managed and implemented many high visibility projects for products and services in the financial service industry that were both client facing and for productivity gains. Built a recordkeeping operation from the bottom up and reengineered another faltering operation to a highly competitive state. Profit/Loss and strategic planning responsibilities. Hands-on style. Currently seeking PMP Certification.
	Director of Operations, General Manager	559264	Versatile Operations/Project Manager with a strong background in operations, business development and project management. Structured a startup consumer goods company for growth from \$10k to \$6M in gross annual revenues, performed full HR and financial functions and managed many projects including a 13 month, \$250k disaster recovery/building reconstruction. Motivational leader with interpersonal skills that bring together diverse personalities to reach common goals. Credentials include MBA, Six Sigma Green Belt and PMP.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Product and Process Management			
	Marketing Director/Manager, Strategic Marketing Manager, Product Director, New Business Development Director, New Business Services Director	781151	Extensive product management experience including ideation, concept development, value proposition, pricing, and go to market execution for a Fortune 100 manufacturing company and a privately held distribution company. Lead teams through the product life cycle continuum. Drive results in a matrix environment. Specialties: strategy, brand management, product and service marketing, vendor relations, account management. Industries: health care and building materials. Contributions include launching a new home health line that within 3 years represented 70% of the business. Updated skills with a mini-MBA from Rutgers University to address the evolving digital and social media market. Active volunteer with Wgirls NJ and leadership role in Professional Services Group, Central NJ.
	Pharmaceutical	149332	149332 Pharmaceutical Product Development Professional with consistent achievements in increasing revenue and company savings by developing and commercializing pharmaceutical and consumer healthcare new products, developing and executing strategy and taking organizations through critical transitions. Strong project management skills in drug development from idea inception through commercial launch, process development, regulatory registrations (IND, NDA), technical operations, budget management (P&L), evaluating licensing opportunities and managing business alliances. Leader and facilitator of cross functional business and scientific teams with experience with new product development, regulatory, quality, continuous improvement, compliance, merger integration and change management programs.
	Product Management Director	816986	Product Management Director (mid-level) who managed AT&T's Internet Network as it grew from a second-tier contender to the industry leader in reliability, performance, technology, traffic, and market position. Also experienced in directing the support services product and new Internet services business development. Strategic Business Planning Director (mid-level) in strategic planning processes and plans, strategic and financial analysis, portfolio planning, market research, market positioning, new business development, and Hoshin / Strategic Management. Enhanced insight through prior experience in marketing, financial accounting and systems, software development, and a range of industries.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Product and Process Management	Product Manager	807557	A dynamic and creative, bilingual, Master degree food industry professional with extensive technical services and development. Broad knowledge of processing in both consumer products and ingredients. Adept at delivering final product to customer by using efficient and cost effective processes from concept to product launch. Experienced and innovative product developer, track record as proven cross functional team leader, cooperative and innovative team player, sound scientific and practical understanding of processing and functionality of ingredients. Maintained a trustworthy network with customers and suppliers, competent problem solving technique for ingredients and processing issues, and committed to optimizing customer satisfaction and product quality.
	Project Manager/System Engineer	314313	Senior systems engineer with management experience. Expertise in information security. Thorough problem solver with broad-based experience. Analytical individual skilled at developing customer requirements, defining systems architecture, performing trade-off studies, writing technical specifications and developing proposals. Skilled in working with diverse groups including customers, sales personnel, management and technology professionals. Unique combination of technical and business perspective. Project manager with excellent communication skills and team leading abilities. Known for getting the job done on time within budget.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
	Research and Development Analytical Chemist:	114442	114442 Analytical Chemist: PhD Analytical chemist and team leader with spectroscopy, Process Analytical Technology (PAT) and Quality by Design (QbD) expertise. Accountable for GLP and GMP compliant analytical support to product development and manufacturing using reaction monitoring and material analyses to improve quality and shorten time to market. Adept at forensic-type analyses for out-of-specification products, contaminants, competitive product analysis, and customer samples. Through these efforts, companies have realized costs savings in the millions of dollars, measurable shortening of time to market, significant quality improvements, and high quality customer relationships. Developed and implemented innovative application of advanced spectroscopic techniques, expanded data analyses, and provided hands-on training of analytical personnel that enabled solutions of otherwise insolvable problems. Proficient in oral and written communication representing Analytical in improved collaboration with other departments. Recognized for creativity, motivational leadership, mentoring and supervisory skills, enthusiasm, high throughput, working with cross-functional teams, and implementing new technologies.
	Chemist	711308	Investigation, Expertise and Audit Chemist with solid background: on the last decade- Analytical and QC Chemist with increased level of responsibility. Experienced in bench and instrumentation chemistry, mostly on the field of regulated industries as Environmental protection, Pharmaceutical manufacturing and Beverage production. Took part in minor stages of research and validation projects. Proven reputation as performer high volume of routine assignments, heavy work-flow, and dead line signed tasks. Demonstrated broad based knowledge of operations, covered by spectrum of methods established by EPA and FDA. Resolved challenging analytical problems. Complied with GMP, not allowed any deviation from effective SOPs with paying attention to details. Hard working.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Research and Development			
	Clinical Research Associate / Coordinator, HLA Technologist (ABHI), Medical Technologist (ASCP, NCA, NY license)	538516	Clinical laboratory scientist / allied health professional experienced in working in fast-paced environment, demanding strong technical and interpersonal skills. High technical-efficiency with computer software. Confident and capable in interactions with individuals at all levels. Trustworthy and ethical, committed to superior service. Resourceful in completing projects diligently. Able to multi-task. Familiar with FDA/ICH-GCP guidelines. Seeking opportunity in Clinical Research as Associate or Coordinator at a Bio-Pharma or Clinical Research Organization. Demonstrated expertise in identifying procedural opportunities and defined corrective actions resulting in improved practices. Experience with training, trouble shooting and resolving technical problems. Proficient in MicroSoft Office (Word, Excel, Outlook, Access). Multilingual.
	Organic Chemist	395383	Seasoned Ph.D. process development and discovery synthesis chemist with experience in the pharmaceutical, biotech, and specialty chemical industries. A "results-driven" project manager who can prioritize needs, meet deadlines, and manage several chemists in the development of chemical manufacturing processes or new chemical entity (NCE) discovery programs. Proficient in instrumentation, experimental design, SAR, CMC and in cGMP pilot plant operations. Developer of cost efficient patented syntheses in drug manufacture. Improved product quality in several existing chemical processes to allow entry of product lines into new applications. Designed, developed and patented new antimicrobials for use in consumer products.
	Research Assistant/Associate	852520	Research Associate with extensive pharmaceutical experience. Certified as a Manager of Animal Resources (CMAR) and Laboratory Animal Technologist (LATG). Background and interest in supervision, safety, animal health, quality assurance, records management, Good Laboratory Practices (GLPs), Standard Operating Procedures (SOPs), and Institutional Animal Care & Use Committee (IACUC). Looking for opportunities at laboratories, universities and contract research organizations. Currently volunteering at a hospital reception desk and also interested in customer service opportunities.
Sales and Business Development			
	Business Development	444150	Dynamic and self-motivated, results orientated individual. Proactive identification of opportunities from challenging situations. Increasing revenue through consultative solution selling. Skilled negotiator and developer of strategic relationships within organizations. Organized, detail-oriented and reliable. Superior interpersonal and communication skills

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Sales and Business Development			
	Executive Director; Sales and Marketing	939385	<p>Executive Director: Proven management experience in hiring, coaching, training, performance management, supervising and motivating team members. Demonstrated success in managing operating expenses. Focused on hospitality and delivering world-class customer service. Experienced in sales in the senior living industry obtaining an average occupancy of 96%. Ability to identify and build relationships with professionals in the community in order to generate referral business. Skilled at all levels of the Consultative/Solution Selling process; particularly strong in closing the sale and building rapport and trust with customers. Well-developed persuasive communications skills; able to interact with individuals at all levels. Adept at resolving issues with residents and families.</p> <p>939383 Sales and Marketing: Experienced in sales in the senior living industry obtaining an average occupancy of 96%. Ability to identify and build relationships with professionals in the community in order to generate referral business. Demonstrated sales and market management skills through goal setting, training, coaching, and motivating professionals. Skilled at all levels of the Consultative/Solution Selling process; particularly strong in closing the sale and building rapport with customers. Developed sales and marketing plans that exceeded revenue targets. Exceptional hunter with proven ability to build/grow a territory, penetrate new markets, and build market share. Well-developed persuasive communication skills; able to interact with individuals at all levels. Recognized for time management and organizational exp</p>
	Insurance Sales/Agency Management	092838	<p>A seasoned sales professional with more than 20 years experience in the property and casualty insurance industry. Strong agency management and sales skills were used to help key insurance producers achieve their written premium objectives. Experienced in the design and implementation of sales plans for insurance agents and brokers. Dedicated and tenacious team player with solid relationship management skills which were used in multiple Fortune 500 companies. Served as a trustee with special emphasis on property and casualty insurance and asset management issues.</p>

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Sales and Business Development	Management	710397	An enthusiastic, results-oriented CPG industry professional with 20+ years experience. Broad range of roles including; Quantitative Research, Shopper & Consumer Insights, Business Analysis, Analytical Application Development, User Platform Transition & Integration, Category Management and General Finance. Throughout her career, she collaborated and worked cross-functionally with field sales, marketing, IT, data vendors and retail partners to enrich and expand capabilities and learnings. She is both detail and results oriented, with strengths in data integration from varied sources, analysis of large amounts of data and delivery of insights with results-oriented action plans. She is advanced in Microsoft software products; Excel, Powerpoint and Word. She is expert in syndicated data; IRI, Nielsen and their varying syndicated, panel and trade dimensions products. She is familiar with MS Access and VB. She is an avid user of Applied Predictive Technologies software for controlled market/store tests. In her most recent role, she delivered \$5 million in value by leading the design, analysis and optimization of controlled store test efforts at Kraft Foods.
	Marketing & Sales Professional	443118	<p>Expertise in account management at major New York advertising agencies, as a marketing services director for major media companies and as an advertising sales rep and sales development specialist. Extensive experience in creating powerful value propositions for products or services in mid-size and Fortune 500 companies.</p> <p>Exceptional versatility . . . an analytical ability to synthesize research into a compelling sales platform, a facility for creative writing, a dynamic sales aptitude and the demeanor to collaborate cross functionally. Core competencies in creating and executing performance-based consumer and B2B advertising campaigns, consultative selling techniques, producing dynamic sales proposals that drive incremental revenue and a confident public speaker.</p>
	Marketing Manager	870545	Marketing Manager: A creative and results-driven manager with more than 10 years of agency and independent marketing experience, marked by strong sales and project management. Works well under pressure and responds to change by finding innovative ways to perform tasks and achieve objectives. Managed over \$9,000,000 in advertising budget for multiple accounts across the nation, producing all aspects of advertising, from radio and television, to print and web based. Increased sales for several different accounts as much as 240% over an average advertising campaign, through creative and effective marketing strategies. Has also launched, operated and sold two successful businesses.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Sales and Business Development			
	Marketing Services Manager	892627	Tenacious sales and marketing professional with expertise in the food manufacturing and foodservice segments of the food industry. Skilled in trade show / event management and sales support. Successfully sold software program to support school foodservice accountability management.
	Sales / Management Trainer	451331	Sales/Management Training-a high energy, game changing entry or entry management level professional with a strong customer focus. Original background in various secretarial/contractor positions and as a data analyst for an HMO where the primary responsibility was data the cleaning of and creating reports for the provider database. Team Oriented with a one-year consulting project for the New Jersey Sports and Exposition Authority with experience with in-person surveys, focus groups and telephone surveys. National recognition received (including US News and World Report Online. PC World Online, The Washington Post, Roll Call (Capitol Hill) and The New York Daily News) for hobby venture where top sales have included \$10,000, \$5,000 on a \$52 investment and \$5,000 on a \$7.17 investment made six weeks prior. Other hobby venture has included over 5,000 sales on eBay with a 99.99% positive feedback ratio.
	Sales / Sales Operations Executive in Computer & Networking	750515	Seasoned Sales Executive with extensive domestic and international sales and sales operations experience working for multi-national Fortune 100 and Start-up companies. In my last company, took over international sales and re-built the European operation and opened the Asia Pacific Region growing international sales orders from \$4M to \$10M over a 3 year period. In previous companies, project managed the successful global CRM implementation and managed the Computer Sales Training organization including the design, development and implementation of an industry leading new-hire sales training and development program. Seeking a sales consulting or sales / operations management position.
	Sales and Marketing Executive	158291	Consumer products, strategic sales & marketing executive with 15 years of domestic and products, building marketing programs and motivating sales across several industries: Food, Beverage, Telcom, Apparel and Fragrance.
	Sales Engineer	029981	Seasoned Pre and Post sales engineer for multiple mainframe centric software companies. Thirty-plus years experience in the full gamut of pre and post sales activities for Blue Phoenix, Computer Associates, Information Builders, Cincom Systems, and Online Software. Directly involved in multiple million dollar-plus sales opportunities to multiple clients in numerous industries. Willing to travel up to 100% of the time.

Profiles of Our Professionals

Job Category	Job Title	One Stop Number	Profile
Sales and Business Development	Sales Professional	493309	Senior Sales Professional/Technical: Experienced salesperson in key account and global account management in Satellite Communications, Telecommunications and Aerospace with strong customer focus and a track record as a solid revenue producer and sales prospector. Experienced contract negotiator with an excellent grasp of technical and operational issues and ability to engage company resources to deliver service solutions. Broad international background; fluent in Spanish and French. MBA.
	Sales/Customer Service Professional	410595	A customer focused, Sales/Customer service professional that is dedicated to growing positive revenue streams for businesses by building long lasting relationships. Brings energy and creativity as a positive force to find opportunities and solve customer problems. Known by customers to be responsive to their needs.