

St. Michael Job Assistance Ministry
Mini-Resume Forms
January 26, 2010

Job Seeker	Key Skills	Type of Employment Sought
Architecture, Interior Design and Engineering		
Alfred Wallmeyer 749-4518 (home) awallmeyer@yahoo.com	Licensed PE Engineering Studies Equipment Specifications Engineering Calculations Piping Design	Over 25 years experience in mechanical engineering design in heavy industries. Seeking a responsible position in a corporate or consulting setting.
Bill Hockman 360-5864 (home) 400-8120 (cell) bhockman@verizon.net	Conceptual Design Space Planning Project Scheduling Finish Selections Installation Supervision	Seeking position within Facilities/Space Planning department of local corporate headquarters, Real Estate firm doing tenant office project and expansion, or Furniture Dealership needing project manager. Skills in all aspects of turnkey office projects from conception to final installation of personnel and equipment. 24 years experience with clients in healthcare, law firms, real estate, accounting, brokerage firms, banking and funeral services. Successful at building relationships with clients, tradesmen and vendors to keep jobs running smoothly.
Bill Okyere 719-761-5210 (cell) billokyere@hotmail.com	Electrical Engineering background Power, Energy, Utility Manufacturing Quality Engineer Reliability Engineer IT Systems	Five years as a quality/reliability engineer working for Intel Corporation and Qimonda. Project management experience. Bachelors in Electrical Engineering.
Bradley S. Flynt 804-739-2567 (home) bbdflynt@verizon.net	Engineering Manager Electrical/Software Engineering People Person	Seeking position as an Engineering Manager or Electrical/Systems Engineer for an organization where I can use my engineering and management background to help your company succeed in today's business environments. I have 20 years of experience as Manager of Electrical Engineering, Project Management and Electrical/Software Design. I have worked in industries such as Automotive, Industrial, State IT Health Care, Machinery Design, and Military.
Greg Kuhn 423-7185 (home) 873-4175 (cell) gregkuhn@comcast.net	Quality Engineer Continuous Improvement Hyperion-Budgets SAT Math Tutor Associate Engineering Adjunct Professor	Continuous Improvement professional in manufacturing with over 23 years experience. Am American Society for Quality Certified Quality Engineer and Auditor. Seeking a position in manufacturing or service firm to utilize my experience in delivering project solutions that work in a cost-effective manner.
John Porterfield 781-0641 (home) Jfport@verizon.net	Programming & Automation Mechanical Design Technical Training & Communication Customer Support	Proven mechanical engineer skilled at developing robust, cost effective solutions to complex problems. Record of outstanding performance driven by strong work-ethic and focus on customer satisfaction.
Laurel Rodini 379-3298 (home) 218-2180 (cell) laureljeanrodini@aol.com	Woman Entrepreneur Technical Documenter Technical Problem Solver Training Developer/Presenter Project Manager	Seeking position with engineering firm utilizing skills as problem solver and project manager, complimented with abilities in documentation and training. Over 20 years total experience in automotive, energy and process engineering.
Michael H. Wilson 798-6459 (home) 994-1422 (cell) aumet@aol.com	Team Builder Innovative Thinker Effective Manager Accountable Honest Worker	24 years of integrating engineering into operations. Effective project engineer or manager. Build teams based on trust, honesty and accountability.
Nabanita Majumdar 658-5103 (home) 703-895-2622 (cell) majumdar.nabanita@gmail.com	Six Sigma Computer Programming Data Analysis	A manufacturing professional experienced in statistical data analysis, Six Sigma principles and computer programming.
Nelson Cadena 727-9523 ingnelson72@hotmail.com	Surveying AutoCAD MS Excel	I am a civil engineer from Colombia. My experience is in different segments of construction such a road building.
Reinhard Rieder 804-360-2359 (home) 804-652-9476 (cell) reinhardrieder@yahoo.com	Mechanical Engineer Metallurgy & Heat Treating Lean Manufacturing Quality Assurance Problem Solving	As a manager I have been successful in making significant strides in the areas of capacity increase, process improvement, cost savings, problem solving, failure analysis and personnel development. I have also effectively provided guidance by leveraging my training as a lead auditor or quality systems and six sigma green belt.
Saif Adnan Ali Al Hussainy 665-7515 saifalhussainy@yahoo.com	Electrical Engineering Testing and commissioning engineering Installation and maintenance of electrical devices and power cables	I am seeking full time work in one of the following areas: Field Electrical Engineer or Technician Testing and Commissioning engineer Sales electrical engineer or technician
Thomas C. Esry 379-8524 (home) 920-5603 (cell) esry@mpinet.net	Problem Solver Process Development Manufacturing Engineer Six Sigma Oriented	Results oriented seasoned manufacturing process engineer with emphasis on cost reduction and yield improvement using six-sigma control methodology while being a team member or a team leader.
William R. Godfrey 804-360-2282 (home) 240-205-474 (cell) godfreyaia@aol.com	Multi-disciplinary innovator Effective Communicator Passionate Educator Experienced Manager/Mentor Strong Motivator	Globally experienced educator/architect seeking a college, university or company seeking to re-orient education and results within their institution towards 21 st century sustainability. Ten years of experience in the research, development and testing of practical sustainability education and twenty years experience in the private sector developing projects.

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Woodrow W. Stinette II 276-7833 (home) 304-2692 (cell) rswelcome@juno.com	Customized products and sales Visualization to manufacture OSHA, VISIO & ASME Thermal/Pressure calculations CAD, VISIO & Website Interpersonal / Customer relations	Mechanical engineer solving customer's thermal, equipment, and process complexities using "outside-the-box" conceptualizations, innovative technologies and 20 years practical "hands-on" engineering / manufacture experience. - Product selection, Quoting, Design and Implementation. - HVAC, Coils(HX), Pump / Fan controls, Wiring and Testing. - Market research, Account management and Tech writing.
Construction and Related Fields		
Adam Pillsbury 432-7995 (cell) adpilzr@gmail.com	Outstanding customer relations Experienced supervisor and trainer Effective cost controller Project controls and schedule analysis experience	Seeking a position in a leadership role with an innovative company where my unique skill set can be of mutual benefit.
Allen R. Martin 804-750-2940 (home) 804-338-6986 (cell) arush4@aol.com	People Management Team Building Written Communications Oral Communications OSHA Certified	Twenty five plus years experience in construction. Proven record as a successful project superintendent on \$5M to \$30M projects. Medical, governmental and institutional experience.
Andrew Yesolitis 804-672-1324 ayesolitis@aol.com	Project Management Energy Management HVAC Property Management Results focused	Seeking a position where I can utilize my Construction, Engineering and Project Management experience. I have 25 years of increased responsibility in building operations, design and construction, including project management for multi-site operations.
John Cardwell 330-3675 (home) 869-1776 (cell) john.cardwell@hotmail.com	Investigations Construction Project Management Negotiations Training Inspections Management	A great opportunity with a progressive company or organization where I can use my skills of inspection, claims adjusting, construction management and estimation.
John R. Norron 749-5045 (home) 840-5061 (cell) johnsonnic@hotmail.com	Management Customer Service	I have management experience in the construction industry. I am a qualified carpenter with skills in estimating, scheduling and material procurement.
Mark Connolly 747-6254 (home) 467-8705 (cell) mconnolly58@yahoo.com	Skilled carpenter available for home repair and renovations. Efficient and responsible.	I am seeking employment in construction and/or construction management. I have strong design skills and heavy residential construction experience. I am budget sensitive and can design projects to meet most budgets.
Paula Kern 798-7777 (home) 366-4251 (cell) paula.kern@comcast.net	CAD Design Project Management Specifications Space Planning Sales	Seeking a position in the residential remodeling industry, focusing on kitchen and bath designs, utilizing skills as an interior designer. Experienced in developing solutions that help the client visualize the end result with the goal of improving the functionality and comfort of their home.
Thomas Dixon 883-1055 (home) 467-1514 (cell) tadixon@expedient.com	Building Maintenance in hospital setting.	A position in building maintenance and engineering.
Economic Development		
Howard Grove 739-9018 hgg017@gmail.com	Human Resources Generalist Project Management Communications Team Building Six Sigma Process Improvement	Objective is senior leadership role on a management team. Over 20 years of management experience with specific expertise in building and managing cross-functional and cross-cultural work groups. Experience includes strategic planning, contract negotiations, project management in union and non-union environments and Six Sigma process improvement.
Education and Related		
Cindy Newsome 756-5065 (home) 247-8250 (cell) c.newsome35@yahoo.com	Teaching Tutoring Counseling Communication Computer skills	I am seeking a position in the field of education or social services.
David Somerville 804-754-1046 DSGump@gmail.com	Strong Performer Multi-tasker Problem Solver Devoted Educator Able to find varied avenues toward issues	My background is in music education and performance. I have been performing publicly since I was fourteen years old. I have been teaching piano and saxophone for about six years and building bands for about ten years. I currently volunteer at churches as a youth minister.
Diana Dozier 768-1028 (home) 357-1039 (cell) dianadozier@comcast.net	Communication Public Speaking Organization Microsoft Office Suite, including Access	I am seeking a position in secondary or post-secondary education in the career and technical education area. The community college teaching or administrative positions are areas where I would like to work. However, I am open to other suitable work.
Jaganath Mishra 592-4103 (home) 982-2278 (cell) biochemis.mishra@yahoo.in	Strong teaching skills. Proficient at drawing blood and performing all biochemical and immunological tests from blood, serum, urine and other bio samples. Skilled at performing sensitive procedures such as characterization of proteins and nucleic acid, etc. Highly computer literate.	Seeking a position as an assistant professor on the undergraduate level or in a community college, a lab assistant in a college, a research assistant in a bio research lab or a lab technician in a hospital.
Saleem Sabah 502-1752 (cell) sabahmary@hotmail.com	Teaching Mathematics & Statistics on a university level	Seeking a full time position in a university or college.

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Ted Kopp 747-7157 (home) ted.kopp@gmail.com	Computer tutoring Technical Writing eLearning Instructional Design Social Media	Seeking position in computer training, either in-person tutoring and/or web based training design/development. Over 20 years experience in a wide variety of IT roles.
Facility Management		
Gary M. Jenkins 739-7455 (home) 754-5884 (cell) texasvirginia1211@verizon.net	Planner/Scheduler for Facilities Maintenance. Supervisor - Mechanical Maintenance. Operations Manager - Plumbing Company.	I am looking for a position in facility maintenance management in order to apply my various background in this field. I am also open to change in career to show my passion to provide my personal attributes to help others.
Roy Taylor 744-8494 (home) 837-8184 (cell) rtaylor054@aol.com	Maintenance/Facility/Machine Shop Management. Computerized Maintenance Management Systems. Molding, Tooling, Machine Shop.	A secure and rewarding position in a growing company.
Financial Services, Insurance and Accounting		
Andrew Moser 804-447-0690 (home) 804-245-7512 (cell) moser4446@yahoo.com	Forecasting Budgeting Financial Reporting Cost Analysis	I am a financial analyst experienced in forecasting, budgeting, financial accounting and reporting and cost analysis. Documented excellence at communicating financial performance information to all levels of operations and corporate management, supporting better decision making and performance. Proficient in information systems and spreadsheet software.
Anna Marsh 672-9254 anna.marsh@comcast.net	Accurate Detail Oriented Quick Learner Professional	Accounting degree with six years AP experience and five years brokerage operations. Precise, accurate, quick learner who has trained others on day-to-day operations and new systems. Seeking a finance or accounting position.
Arthur Carpenter 360-9364 a.carpenter1952@yahoo.com	Problem Solver Reconciliation Analyst Detail Oriented Communication	I have significant expertise in reconciliations, internal controls, data analyzing, accounting, and streamlining operations.
Ashby Price 874-0107 (cell) ashby.price@gmail.com	Effective Writer Relationship Builder Problem Solver Highly Motivated Adaptable team player	I am seeking a position in equity research, investment management or business development. I prefer small to medium sized companies.
Christine N. Thomas 275-4253 (home) 314-1888 (cell) cnesmitht@comcast.net	Comprehensive Knowledge Strong Leader Achievement Oriented Client Focused Team Builder	Thirty years experience in advising clients and their families on building, preserving and transferring their wealth through Will/Trust administration and financial planning. Seeking position in wealth management or business administration.
Dahlia Nijimbere 222-2365 (home) 317-3693 (cell) irakozeo@hotmail.com	Computer Skills Strong interpersonal skills Mathematical and Problem Solving Skills Time Management Skills Organizational Skills Multi-Lingual in English, French, Kirundi and Swahili	Looking for job opportunities in accounting or financial services where I will be able to use my skills and work experience in accounting, information technology, client services, administrative support services for the benefit of reaching the company's goals. My main objective is to work with satisfaction and grow with the company.
Darcie Conners 273-6030 (home) 467-1382 (cell) dconners@rocketmail.com	Teaching/Training Writing Management Communication Financial/Computer Analysis	Seeking a position in the Financial Sector. I have an MBA in Finance from the University of Wisconsin. I worked for T. Rowe Price in marketing and financial analysis. I then became a financial planner for IDS/American Express. I am currently a second grade teacher.
Jane Sheehan 360-8269 (home) 503-1869 (cell) janeshsheehan@verizon.net	Underwriter/Loss Mitigation Credit risk assessment Quality Auditor Team Leader - Coach	My contribution to your company will be the skills I have developed through my focus on: 1) consistency and quality of work; 2) process improvement; 3) client satisfaction. I am seeking a position in banking/finance where these skills can be utilized for our mutual benefit.
Jeb Biscoe 217-9999 (home) jebinrichmond@aim.com	Growing a business Solving problems Thinking creatively	A position using my strong logic and creative problem-solving abilities. I value hard work, integrity and building strong business relationships with others.
Jim Brooksbank 360-4676 (home) 317-6025 (cell) jtbrooksbank@gmail.com	Metrics Analysis Strategic Planning Investment Management Process Coordination Relationship Management	Strategic finance partner and investment operations manager seeking senior management position for finance, healthcare, or alternative energy industries. 15 years experience designing effective business models and processes, leading teams, and presenting analysis and reporting. MBA Finance and Strategy.
Karen Linkous 353-3647 (home) 241-6397 (cell) karenlinkous@yahoo.com	Team Management Marketing Strategy Six Sigma Greenbelt Product Management MBA	Financial services professional with 15+ years experience in marketing and product management. Successful manager of cross-functional teams with ability to build strong relationships and deliver results. Licensed registered rep and enrolled CRP program.
Katherine Melito 673-7548 (home) 337-1137 (cell) grammasue4@verizon.net	Accounting Phone Work Computer Work Team leader	My experience includes working in the mortgage industry, which was very enjoyable. Customer service has been a major part of my employment history. I have done title work, loan processing documents and real estate closings.
Deborah Brumitt 288-0813 (home) 502-5186 (cell) dbrumitt@yahoo.com	Accounting IT Management Non-Profit Accounting Hospitality Accounting	I am seeking a position that combines my accounting and IT management skills, preferably as a liaison between the IT department and business unit of a large company. My second preference would be as a Controller or Finance Director of a Non-Profit or Hospitality Company.

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Kathy Bunce 741-2223 (home) 426-2002 (cell) keb2marines@yahoo.com	Accounting Management Customer Service	With 30 years of experience in Accounting I am a self starter with a can do attitude. From accounts payable, accounts receivable, payroll, reconciliations, and monthly financial reports I bring experience from small businesses to large corporations. I also have years of experience in Customer Service.
Lee Kennedy 380-6734 (home) lkk.2009@yahoo.com	Organizational skills Written and oral communication skills Computer skills	I am seeking a customer service position in a bank, financial or healthcare institution. I have worked as a bank teller, an investment advisor representative and a healthcare consultant. I have over 20 years in customer service and administrative work.
Loretta Thompson 934-9216 (home) 920-44111 (cell) Lt4dolls@comcast.net	Banking Customer Service Call Center Operations	I have been in banking for 41 years. I have excellent customer service skills, especially in the area of solving customer problems. I have worked both platform and the teller line and had the responsibility of being a head teller.
Luciana Moretti 526-6864 (h) 301-4227 (cell) lumoretist@verizon.net	Full charge accountant and bookkeeper.	My experience is in the Financial Institutions and also in other Industries where I was needed to fill in confidential reports to help Management to fulfill commitments and deadlines. Resume is also available for your review.
Lynn Davis 740-2041 (home) 677-3654 (cell) medavis1@mac.com	Claims Adjudication, negotiation and investigation. Risk assessment, mitigation and liability exposure. Caseload management. Confidential records management. Claims reports with documentation.	I am seeking a position where I can utilize my skills either in the insurance industry or the mortgage industry.
Mike Beabout 740-3868 (home) 651-1165 (cell) mjbeabout@hotmail.com	Financial Analysis Financial Modeling Forecasting/Budgeting Management Reporting	Results-driven financial professional with nine years of analytical and management experience. I support informed decision making, providing essential and useful tools to help business leaders more profitably manage their business.
Nancy Bassett 270-4719 (home) 938-2229 (cell) jkbassett@verizon.net	Bounty Hunter Analytical Multi-Tasking Problem Solver Accounting	A position in administration or operations utilizing my strong customer relations and organizational skills in banking and government entities.
Pamela B. Johnston 804-778-4680 (home) 540-239-2022 (cell) pamelajo12@verizon.net	Financial Analysis Management Customer Service Detail Oriented	Accounting and business professional with 20 years experience as a business owner, business manager and senior accountant. Experienced in accounts payable, accounts receivable, general ledger reporting, reconciliation, budget analysis, audit and implementing new financial processes. I have relocated to Richmond and I'm looking for an opportunity to utilize my accounting skills and obtain professional growth.
Richard G. Boehm 658-1819 (home) 658-7368 (cell) richardboehm@yahoo.com	Business Systems Analysis Project Management Work Process Simplification Management Superb Customer Service Skills	Seeking a Business Systems Analyst, Management Analyst position. Over 20 years experience within the financial and insurance industry.
Richard Davenport 794-1905 (home) 512-5538 (cell) rbdport@cs.com	CPA (Inactive License) IT Savvy Strategic Planning/Modeling Acquisitions/Due Diligence Cash Flow Management	Seeking a senior financial position with a private company with revenues up to \$250 million. Experienced across multiple business sectors, expertise in developing strategic plans and working with diverse management teams to improve operations.
Ronald Raub 741-0946 (home) 517-1218 (cell) ronaldraub@yahoo.com	Forecasting/Budgeting Management Reporting Communicating Financial Impact	Seeking a senior financial analyst position where I can utilize my experience in forecasting, budgeting, variance analysis and management reporting.
Thomas Glass 288-0177 (home) 229-6552 (cell) glassant@verizon.net	Managing Staff Superior Customer Service Proactive work ethic Conflict resolution Database Management	Over 3 strong years of experience in the financial industry with a proven record of accomplishment in the areas of alternative investment trade processing and reconciliation, trust accounting and customer service. With also 4 solid years in the mortgage industry highlighted by successful experience in staff supervision, loan coordination and closing management, and client relations. Superior work ethic, leadership skills and excellent interpersonal communication allow me to work effectively with other people at all levels.
Thomas Mathews 938-6277 (cell) twmathews7177@yahoo.com	Account Balancing Process Improvement Sales and negotiation Prospect and client building Customer service	Retail branch banking (Banker/Assistant Branch Manager), Finance (Financial Analyst), Sales (Account Executive).
Tom McNally 747-9789 (home) 241-2235 (cell) trmcnally@comcast.net	Planning and Analysis Budgeting Strategic Planning Project Management Performance Management	Results driven business leader with over 16 years of finance experience. Demonstrated ability to lead teams that deliver challenging projects, resolve difficult analytical problems, and provide unique insight regarding financial performance.
Tracy Kline 301-1794 (cell) wrlthrmny@netzero.com	Experienced mortgage auditor, processor, loan officer, analyst. Credit analysis.	Going to school in January to become a teacher.

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Tracy Parsley 804-497-6301 (cell) Tracy.Parsley@gmail.com	Budgeting Reporting Variance Analysis Expense Management Highly proficient in Microsoft Office	Analyst position where my strong analytical skills in working with multiple data sets and experience in budgeting, expense management, and variance reporting can add to your company's bottom line.
Washington N. Ndirangu 847-373-7481 (cell) kuleluke@yanoo.com	Barclays Bank of Kenya Sales & Marketing Business Manager Lending Managing Teams	Experienced management professional majoring in banking. Have excellent team building abilities and experience in opening new branches. Business development: entry point teller rising to manager by hard work. I do what I promise to do.
General Administration		
Carol Darden 200-2230 (cell and home) cdarden3@verizon.net	Executive Assistant to Chairman and CEO Balance multiple priorities Handle confidential information Project Management Office Management	Extensive experience as executive assistant to CEOs of Fortune 500 Companies. Excellent oral, written, organizational and time management skills. Strong professional integrity with ability to handle complex priorities.
Colleen O'Connell 378-1259 (home) 814-2938 (cell) oconnellcm@aol.com	Human Resource Generalist. Medical office experience. Certified professional coder, AAPC. Project Management. Operations Management.	I would like an office manager position and/or project management position. I have a very diverse background in finance, bookkeeping, accounting, human resources, accounts receivable, etc. A lot of my experience has been in health care although I am open to other industries.
Diane C. Bussee 804-275-1128 (home) 804-405-1176 (cell) frankenallee@yahoo.com	Knowledge of Windows XP, 2000 MS Office Professional: Outlook, Word, Excel, PowerPoint Sharp business and technical writing skills Critical thinker Conflict resolution and problem solving skills	I am searching for a position in a mid-sized to large organization to utilize my excellent customer service skills, organizational abilities and positive attitude. I have many years experience in the legal and educational fields.
Georgekutty Joseph Puthenpurackal 732-1110 (home) 835-0004 (cell) ansafelix@yahoo.com	Data Entry Clerical Management Customer Care Accounting	Seeking a position where I can utilize by background in medical records, clerical and data entry work. I also have experience in the juvenile justice system.
Judy Murad 690-1767 (cell) 1xgirlgolfer@comcast.net	Written and verbal communications Coordination of meetings and events	A position of new product launches or development. Training coordinator.
Kathleen Willey 598-4466 (home) 365-1075 (cell) kathleenwilley@aol.com	Extremely proficient at multi-tasking Work well against deadlines Pleasant, professional image Strong computer skills Self starter Require minimal supervision	I am seeking a customer service, administrative or public relations position.
Kathryn A. Ferguson 747-4741 (home) 908-4612 (cell) katrferg@comcast.net	80+ WPM typing Organized Detail Oriented Strong spelling/grammar Friendly	Seeking part-time position (15-20 hours per week) employment in a receptionist or clerical position. My last child is off to college and I would like to re-enter the business arena after 20 plus years. I have over 10 years experience in secretarial work.
Mary Ellen Dowd Helme 353-3740 (home) 868-8468 maryellen_helme@yahoo.com	Highly organized Efficient Team Player Project Manager Problem Solver	To use my experience in non-profit and educational settings to manage or support administration for efficient and organized office management.
Melissa Bradshaw 515-9283 (home) 920-1712 (cell) mippi@comcast.net	Data Entry Filing Mail Processing Filing	I am seeking a position that involves general office work. I have ten years of experience with the Commonwealth of Virginia.
Michelle Corley 282-4115 micke23226@aol.com	IBM AS 400 Data Entry (12,000KPH) Adobe Excel (basic) 10 Key Calculator	Seeking a position in Accounts Receivable drawing on my fifteen years of experience and using my skills in research, billing, inventory, deposits and customer service.
Pamela Smith 750-1702 (home) pssmith999@yahoo.com	Proficient in Microsoft Office 2003. Experienced legal administrative assistant (15 years). Experienced executive assistant with experience at Altria.	Seeking a full time administrative or legal assistant position.
Patricia Hall 739-0135 (home) 301-6813 (cell) phstamp@aol.com	Training Creative problem solving Strategic planner Policies and procedures developer Leadership development	A position where I can plan and direct activities, as well as utilize my skills to lead and encourage others.
Priscilla Priebe 366-7448 ppriebe@verizon.net	Customer relations Data analysis Organizational Communicating Purchasing Project Management Office Administration	Extensive experience as an accomplished administrative professional working with senior executives on major projects demonstrating strengths in customer relations, data analysis, organizational communications and project management.
Shirley A. Torrence 778-7580 (home) 339-0321 (cell) stdaniels@hotmail.com	Executive Assistant Office Management Report Writing Skills Hiring/Counseling Skills	Seeking a position utilizing my executive support, management and administrative skills. Over 20 years experience in these areas with consistent success in evaluating company needs and/or meeting goals.

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Stephanie Clary 804-883-5716 (home) 434-917-3171 (cell) hmclary@yahoo.com	Computer and office skills Interpersonal skills	I have an Associates Degree in Human Services. I am seeking employment in this field. My experience is in the medical field and office work.
Susan Darden 804-789-0112 (home) 804-385-2499 (cell) peggysue47@gmail.com	Marketing Coordinator Retail Sales Writer / Editor Office management Customer Service Specialist	I have a strong administrative and office management background as well as sales and marketing experience. I also have writing and editing experience. My most recent job was as a store manager for a furniture store (six years).
Wanda Faye Capers 571-436-9249 (home) 804-346-2360 (cell) wanda.capers@lhh.com tinkbar88@yahoo.com	Professional Executive Admin. Asst. Executive Secretary	Former Federal Government employee with over 20 years experience.
Zelma Anita Banks 399-6642 (home) 248-2679 (cell) banksza2@yahoo.com	Good Motivator Great Listener Multi-tasker Quick Learner Problem Solver	I am a front desk person and I always greet people with a smile. I am a dedicated worker with over 20 years experience. My customer service and communications skills are excellent. I'm also kind and warm with an outstanding personality.
General Management		
Albert Carter Harding, Jr. 598-4111 (home) 641-7909 (cell) duckbusterach@aol.com	Sales and sales management Personnel supervision Customer service management Materials management Developing and maintaining viable customer relations	I am seeking a position in management where I can be a benefit to that organization to obtain the goals they have set. Enjoy working with people and using my background in sales, inventory analysis, competitive analysis and sales plan development to achieve goals. I am hard working, will show up daily and will have a positive attitude to succeed.
Andrew Mahoney 261-3630 (home) 366-7619 (cell) aemahoney@comcast.net	Team Building Microsoft Office H.R. Recruiting Contract Negotiations P&L Management	I have over 20 years of management experience as owner-operator and in an international corporation.
Bob Altermatt 897-7447 (home) 937-8786 (cell) rja1966@gmail.com	Diverse Background Collaborative Embraces Change Business Acumen Strong Analytical Skills Problem Solver	I have over 15 years of experience working for large corporations. My background includes sales, operations and analysis. My reputation is built around my pioneering spirit and focus on bringing order to chaos.
Brian White 756-1714 (home) 690-1851 (cell) bdavidwhite@gmail.com	Team Leadership Organizational Design Strategic Planning Process Improvement Development and Coaching	Despite a more recent focus in Human Resources, I am not a traditional HR guy. I have a strong military and operations background and am looking to blend both of these skills in a broader leadership role with a progressive company where I can have a real impact on the future growth and development of the organization.
Christopher King 536-0559 (cell) christopherking23@gmail.com	Creative Thinker Motivational Leader Effective Communicator	A management analyst position focusing on improvement and marketing with a well established business services firm.
David Dunn 273-9653 (home) 380-2201 (cell) davedunn2@yahoo.com	Strong associate management skills Analytical Process Improvement Call Center Applications Customer Problem Mitigation Loss Prevention MS Office Proficient	I am seeking a position that will allow me to utilize my experience as an associate manager, with strong emphasis on customer relations. I also would like to utilize my experience as an investigator to help with loss mitigation or collections, therefore reducing bottom line losses and ensuring profitability.
Greg Greer 379-8921 (home) 363-2585 (cell) greggreer13@aol.com	Well organized team leader manager. 15 years of various banking experience.	I am seeking a position that will expand my career path. Looking for a company that I can utilize my knowledge and experience to increase their bottom line.
James Scott McDermott 273-9362 (home) 380-5645 (cell) mcdermott1987@verizon.net	Experienced leader Skilled operations manager Strong analytical ability	Management position in a small to medium size company with the logistics field. Willing to use my acquired leadership skills in other industries.
John D. Watt III 804-741-6771 (home) 804-402-7895 (cell) johnd@johndwatt.com	Creative Problem solving Participatory Management Marketing/Public Relations Team Building Professional Coach	Seeking leadership position with dynamic business or trade association. Business and community professional with expertise in visionary leadership, business management, marketing and strategic planning. Certified professional coach. Highly developed presentation, facilitation, teambuilding and interpersonal skills.
Lois DuRant 741-1306 (home) 370-6814 (cell) lodurant@comcast.net	Process Development and Improvement Vendor Management Program / Project Management Strategic Planning Negotiator	Looking for a successful leader with an outstanding track record? Look no further! I have excellent experience and skills in strategic planning, business development, process improvement, customer satisfaction analysis and management of vendors, programs and associates. My experience and skills can translate to many facets or many types of businesses and will allow me to make an immediate contribution to any organization.
Mark Canestrano 228-2286 (home) 339-7478 (cell) markcanestrano@yahoo.com	International Manufacturing Product Management Lead cross-functional teams Product management	Management professional experienced in developing customer relationships and collaborating with domestic and overseas organizations to deliver desired results. Leveraged engineering and MBA training to evaluate technical issues, apply problem-solving skills, identify resources, and build long-term solutions. Position in organization required ability to perform in multiple roles.

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Mary Owens 269-5884 (home) 651-9327 (cell) meowens610@comcast.net	Corporate compliance Risk assessment Regulatory oversight Financial analysis Program management	I am an MBA graduate with over 16 years experience in the compliance and regulatory fields in both the corporate environment and in state government. I have strong organizational, analytical and communication skills. I am seeking a position that employs these skills as well as independent judgment and high personal ethics.
Marybeth Norton 740-2448 (home) 514-4084 (cell) mbnorton@earthlink.net	Management Trafficking Liaison Relationship Manager Account Manager	Both my AAS and BFA are in Communication Arts & Graphic Design. I have demonstrated many valuable skills in the past 7 years with Capital One. Some of these are Relationship/Account management, Project Management, Process Management and Trafficking.
Michael Silverstein 360-0067 (home) 516-2189 (cell) michaelsilverstein2000@yahoo.com	Training Management	Managerial/supervisory position in a manufacturing or service sector.
Steven Pruitt 364-4402 (home) 513-7847 (cell) pspruitt@cavtel.net	Customer Service Purchasing Human Resources Accounting Management	Results oriented team player. I use my intuition to develop inventive, flexible and effective solutions to achieve desired results. My experience in purchasing, payroll, accounting, management, human resources and customer service results in a broad view of multi-functional business activities.
W. Bradley Hill 749-8971 (home) 516-8252 (cell) wbhill.va@gmail.com	Strategic Planning Operations Management Cross-functional leadership Six Sigma Green Belt	Operations specialist seeking a senior-level management position with P&L responsibility. More than 20 years experience improving processes and creating value by spearheading strategic programs that reduce cost and increase efficiency.
William T. Sims (Bill) 804-205-8045 (cell) bcssims@comcast.net	Controllership Strategic Planning Operations Excellence Financial Analysis Customer/Vendor Management	Seeking a senior position in an entrepreneurial or corporate setting, using my skills in business management, finance & accounting management and customer and vendor management. Over 20 years experience transforming and renewing organizations to "win in business."
Mimi Lee 868-8050 (cell) mimilee81@gmail.com	Analytical E-commerce Strategic Merchandising/Purchasing Team-oriented	Seeking business analyst/consulting positions. Consistently recognized for strong technical skills and successful resolution of challenging issues. Great with teamwork and self-directed settings; also strong execution in a fast paced environment. Experience with portfolio management to achieve objectives.
William Spitzer 360-7060 (home) 314-9274 (cell) wspitzer@aol.com	Operations Management Administration Event Planning/Leadership Editing/Publishing/Tech Writing Counseling/Teaching	25 years of visionary leadership/management experience in diverse, highly-regulated healthcare and community settings. Created numerous award-winning programs (including CQI) and oversaw complex, \$8.5M, multi-site operations. Developed and chaired many special events; published and taught at university level. Have well-developed interpersonal and problem solving skills, including employee HR counseling/CISD.
Velda Martin 804-454-1621 (home) 937-371-1226 (cell) veldamart@comcast.net	Development of improved production models. Create motivational programs for staff. Develop operations program. Manage day-to-day assignments. Identify tasks to be completed. Dedicated to excellence.	Seeking a business management position where I can help a company reduce business operational cost.
Graphic Design and Art		
Catherine Van Pelt 804-232-8003 cvanpelt@vcu.org	Graphic Design Artist Instructional Aide Photography Marketing/support	30 years in graphics, printing and visual arts. Currently employed part time in the evening. I am open to short term, part time or full time. I am a very good
Desmond Moore 739-8219 (home) 651-6008 (cell) desmondvm07@aol.com	Experience with: Photoshop Illustrator Dream Weaver Flash	Creative and conceptual person seeking entry level position within the graphic design industry. Possess strong design skills, which include typography, image color, quality correction and layout. Work best in a team atmosphere where ideas freely flow, effectively managing time to produce high level results.
Diane Day 262-8963 ddwillow@netzero.net	Team Player Learn quickly Detail oriented Hard Worker Adaptable	Over 17 years of answering art and picture framing technical service questions. Supervised development and implementation of 3 certification programs. Supervised major revision of three books related to picture framing.
John A. Grott 754-3076 (home) 678-8946 (cell) jgrott@comcast.net	Creative Problem Solver Deadline Driven Print/Web Design Proficient Team Player Varied graphic design background	Desire a senior graphic design position utilizing my strong project management skills in solving a variety of two-three dimensional visual communication problems. Over 20 years of graphic design experience in a variety of environments including government, education and corporate.
Martin Rhodes 687-5269 mrrhodes@netzero.com	Illustration Graphic Design Computer Graphics Art direction	Illustrator and graphic artist with extensive experience in creating editorial art for print publication. Strengths include developing appropriate concepts for publication design and illustration while displaying a variety of style, technique and approach to visual problem solving. Experienced user of graphic software.
Healthcare, Medical and Related Fields		

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Beth Billett 308-3872 (home) 304-2163 (cell) bethbillett@comcast.net	Business Operations Financial Analysis Management Performance Improvement Expense Control Budgeting/Forecasting	Executive level healthcare management position. Managing operations, finances and leading people to improve efficiencies.
Betty Cleaves 740-1601 (home) 714-4392 (cell) efcleaves@yahoo.com	Business Development Sales and Marketing Customer Service Human Resources Recruiting	Most of my career has been spent in the sales and marketing/recruiting area. I would like to pursue opportunities within account management, business development, or sales and marketing. I am particularly interested in the healthcare field. I would also pursue a challenging customer service opportunity as the challenge of learning a new industry is exciting to me.
Cheryl Palmer 627-0056 (home) 229-7760 (cell) capalmer12000@yahoo.com	Proficient Task mastering Qualitative Phenomenal Creatively Expressive	I have performed in health education and outreach capacity for greater than 25 years. I have researched, developed and implemented qualitative outreach to address various needs. My "gift" has touched many lives in numerous capacities.
Dean Miller 747-1623 (home) 840-3380 (cell) deano2312@hotmail.com	Professional Salesmanship Excellent Communicator Strong Closer Computer Savvy Rapid Rapport Builder	Seeking medical-related sales career opportunity. Richmond native with a degree in Business Management from VA Tech. Has 20 years of outside sales experience in transportation, IT, and in the last 6 years in medical sales. Medical sales experience includes Injury Care, Physical Therapy, Rehab, Capital Equipment, and Medical Software.
D.L. Jones 264-0973 (home) 874-1124 (cell) dljones2107@yahoo.com	Medical transcription Editing Attention to detail Ability to work well with others	I would like to work for any organization, educational or political, dealing with 1) Israel, present day preferable; 2) the Holocaust.
Floride Niyuhire 804-232-3475 (home) 804-855-5859 (cell) florideniyuhire@hotmail.com	Management (Research Projects) Data Analysis Write reports/Publications	Clinical and research experience. Looking for a career in clinical research or public health programs.
Francis M. (Frank) Howarth 804-556-3050 (home) 804-356-3137 (cell) sing_lead1@hotmail.com	Administrator Problem Solver Company Liaison Customer Service	I have spent 27 years in automotive finance, customer sales and service, and training. My experience also includes 7 years teaching (middle school and high school). All my work experiences have required daily multi-tasking - often in different areas at once. I would like to transition into a medical service area (patient advocate or liaison) - preferably in a hospital setting.
Garth Alleyne 303-8022 (home) 647-4738 (cell) gialleyne@gmail.com	Supervisory Experience Quick Learner Problem Solver Hard Worker	I ran a nuclear medicine department for six years. I am dedicated to continuous education.
Jim Brooksbank 360-4676 (home) 317-6025 (cell) jtbrooksbank@gmail.com	Metrics Analysis Strategic Planning Investment Management Process Coordination Relationship Management	Strategic finance partner and investment operations manager seeking senior management position for finance, healthcare, or alternative energy industries. 15 years experience designing effective business models and processes, leading teams, and presenting analysis and reporting. MBA Finance and Strategy.
John Gaines 359-5130 (home) 878-3583 (cell) wrenjohn@comcast.net	Strong Numerical/Mathematical Skills Written Communication Attention To Detail Strong work ethic	Seeking a position in back office operations or as a pharmacy technician where I can use my numerical skills and attention to detail to help a company achieve its goals and operate efficiently.
Joselyn Tibajuka 747-0954 (home) 661-600-7295 (cell) jbtibs@yahoo.com	Quick Learner Hard Working Friendly	Have experience in healthcare administration and several years of experience in insurance and mortgage industry.
Linda Westbury 282-3607 (home) Lwestbury2000@yahoo.com	Quality customer service Office organizer Problem solving skills Mediation skills	Medical field, unit secretary, receptionist, registrar, patient services representative.
MaryBeth Fuhrman 804-564-8399 mbmcfuhrman@hotmail.com	Highly Creative Well Organized Excellent Communication Skills Training	Seeking a customer service support position in the medical field. Experience working with physicians, hospitals and laboratories. Experience includes training internal personnel and external clients.
Matthew Hassmer 379-4604 (home) 687-2095 (cell) hassmo2@yahoo.com	Creative problem solver Conflict resolution Customer service Project coordinator Quality improvement	Seeking a position in a medical or corporate setting, using my skills in problem solving, improving efficiency, and experience in healthcare systems. I like a challenge and I am always looking for ways to improve processes or service.
Sarah Dare 756-0582 (home) shdmwd@hotmail.com	Manager Problem Solver Analytical Proactive Planner Creative	Seeking a position in a medical setting using my abilities in problem solving, multi-tasking and customer service. Over 20 years experience with consistent success in meeting goals through creative planning and building alliances.
Stephanie Clary 804-883-5716 (home) 434-917-3171 (cell) hmclary@yahoo.com	Computer and office skills Interpersonal skills	I have an Associates Degree in Human Services. I am seeking employment in this field. My experience is in the medical field and office work.

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Sue Somerville 869-1124 suesomerville@yahoo.com	Teaching Developing Programs Patient care skills Implementing Programs Good bedside manner	Seeking a position in the health care industry using my skills in teaching, patient care and developing and implementing programs. I am particularly interested in a position with the aging population. Over 13 years of experience and 3 years in the health care industry.
Tanya McKeithen 398-8326 tanyamc@gmail.com	Hospice / healthcare Crisis intervention Individual / family therapy Fundraising	I have been a social worker for 14 years and worked in healthcare, inpatient psychiatric care and hospice with all age ranges. I also have a strong interest in event planning and have done some event planning / fundraising in the past with Leukemia / Lymphoma Society, SPCA and Golden Retriever Rescue.
Thomas J. Ferris 556-6027 (home) 241-6709 (cell) ferrist468@comcast.net	Instrumentation Reverse Osmosis Equipment Maintenance Procedure Development System Monitoring	Maintain, install monitoring instruments - air quality and water treatment. Emergency Medical Technician 1st responder on ambulance and emergency room technician. Monitor life safety systems in manufacturing.
Hotel / Hospitality / Food Service		
Richard R. Berdugo 253-6384 (home) 387-6407 (cell) richrb01@comcast.net	<ul style="list-style-type: none"> • My communications skills cross many arenas. I excel on getting the message across all audiences with professionalism and candor. I am very effective on persuading, coaching and mentoring both the persons I work with and for. • Leadership Skill, training and coaching, guest service 	The position I am seeking is one that will allow me the opportunity to manage personnel, guide and coach a team of direct reports. I am a result-oriented professional that will provide a team and myself with realistic timelines on delivering goals and objectives. I work well under pressure and timelines.
Carlos Claire 804-617-4247 (home) 703-928-7768 (cell) claire713@yahoo.com	Bi-lingual: English & Spanish Customer Oriented Analytical	Seeking a position in the hotel/hospitality industry as an Assistant General Manager, Operations Manager or Executive Housekeeper.
Human Resources		
Andrew Lohr 754-3667 (home) 201-3336 (cell) andrewalohr@yahoo.com	Skilled carpenter available for home repair and renovations. Efficient and responsible.	Optimize organizations, leaders and employees; executive / leadership coaching; global, progressive Human Resources consulting; global executive search and coaching.
Brenda Randolph 270-5595 (home) 366-5535 (cell) randolphbren@verizon.net	ERISA Laws and Regulations Strong Organizational Skills Detail Oriented Excellent Work Record	Highly motivated Human Resources professional with over 10 years of progressive experience in Benefits Administration seeks entry level Human Resources Generalist position, or similar relevant position.
Howard Grove 739-9018 hgg017@gmail.com	Human Resources Generalist Project Management Communications Team Building Six Sigma Process Improvement	Objective is senior leadership role on a management team. Over 20 years of management experience with specific expertise in building and managing cross-functional and cross-cultural work groups. Experience includes strategic planning, contract negotiations, project management in union and non-union environments and Six Sigma process improvement.
Jane Farrar Vaught 739-9613 (home) 839-5929 (cell) vaughtdr@comcast.net	Teaching and planning Working with individuals and groups Ability to solve problems Flexibility and adaptability Dependable, mature, hard working and experienced	Since being involuntarily downsized I have broadened my idea of a career from the known world of teaching to the exciting possibility of using my acquired skills in a new professional area. I am confident that my skill set enables me to be an asset to a variety of employers. I am seeking full time employment, but would definitely consider a part time position with the possibility of full time employment later on.
Jolynn J. Smith 285-9771 (home) 512-2719 (cell) tennismyracquet@yahoo.com	Recruiting and Human Resources Time Management Interior Design Computer Literate Tennis Player and former ranked USTA player	Human Resource professional with people management skills, recruiting and identifying top talent; enjoys interior design, re-staging, personal shopper with an eye for eclectic and one-of-a-kind pieces.
Mary C. Parsons 270-9606 (home) 306-8445 (cell) mcparsons@hotmail.com	HR Management Staff Training Recruiting Strategic Planning Employee Relations	I would like to utilize my key skills as a major contributor to the success of a growing company and/or enhance an established company.
R. Rushton Paul, Jr. 726-1170 (home) 592-9128 (cell) rrushtonpaul@gmail.com	Change Management Leadership Development Performance Management Compensation and Benefits Engaged Workforce	Human Resources executive with extensive experience improving business performance through aligning people with business objectives in both Fortune 500 and mid-sized companies. A trusted advisor who delivers results based on a strategic perspective balanced by the ability to executing at the detail level while listening, engaging and building strong collegial partnerships.
Timothy Carroll 364-5828 (home) 205-2953 (cell) carrolltim@comcast.net	Strong labor law/labor relations experience. Strong competencies in all areas of HR. Masters Degree in HR. Experience as a staff manager and stand alone resource.	I am interested in building on the skill set and experience I already have for an organization that recognizes the value of the HR function.
Walter Burlington 804-556-4526 wburlington@aol.com	Recruiting Employee Relations Investigations Training Union Avoidance	Seeking a business partner position in Human Resources where my proven skills in recruiting, placement and managing human assets can be put to use enhancing organizational effectiveness, employee morale and market growth.

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Ida O'Leary 672-8216 (home) r-yk@comcast.net	Legal and Human Resources Compliance. Team Building. Benefits Administration. Management.	A Human Resources Generalist or Manager position that uses my broad generalist background. Industries preferred are health, insurance or environmental technology fields.

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Information Technology		
Adrienne Bracey 329-2038 (home) 868-0079 (cell) adbracey611@yahoo.com	Analytical Trouble Shooting Multi-tasking Detail Oriented	I am looking for a position where I can use my acquired and educational skills as a Software Tester / Business Analyst.
Daulton West, Jr. 270-6147 (home) 201-0288 (cell) daultonw@gmail.com	Social Media Consultant/Strategist Training development Web Content Management Web Usability Analysis Business Process Analysis	A Social Media Champion / coach who trains others in the use of social media to build a unique brand, define a marketing strategy, and build solid relationships to grow a business network. Highly skilled in social media networking, branding 2.0, marketing 2.0, and web 2.0 concepts. An IT professional / webmaster with over 15 year's information technology experience with large fortune 200 companies. A problem solver and innovator; able to make an existing process better.
Doug Rittenhouse 205-2963 dmrittenhouse@gmail.com	Software Developer QA Tester Analyst AS/400 Systems Administration Cobol	Seeking a software Programmer/Analyst/Project Management position. Proven skills in application analysis, design, coding, QA, support. Experience with Financials Software. I enjoy a team environment. I enjoy creating good solutions to address complex needs.
Gabriel B. Quinto 334-9123 (cell) gbq6@yahoo.com	Hard Working Dependable Knowledgeable Skilled Responsible	More than 10 years of professional software experience developing AS/400 applications in all phases of the software development life cycle. Worked closely with customers and users to help them realize their goals. Worked well in a team environment and have good interpersonal and communication skills.
Gary Hook 804-639-9076 (home) 804-514-8936 (cell) glhook@verizon.net	Business Analysis Project Management Team Lead Services Management System Architect New Concept Development	Creative, Innovative Solutions Professional with excellent Business Acumen and 25+ years combination of hands-on and management experience; delivering quality results thru information systems, operations and customer service is seeking a new opportunity to play a major role in utilization of technology to address business requirements, improve the bottom line and differentiate your company from the competition thru value-added services in a Business Analyst, Architect, Services Management, Project Manager or other highly visible role.
George F. St. Louis 272-6037(home) 433-8054 (cell) stlouis02@comcast.net	IT Project Management Certification (George Washington University). IT Business Analyst. Concentration in Regulatory Compliance.	I am seeking a position as a business analyst working very closely with the business units in their liaison between IT and Security departments.
Guy Beale 740-7033 guy.beale@yahoo.com	IVR/VRU Developer Software Engineer Application Developer Computer Programmer	Software application developer experienced with creating technical solutions derived from business requirements. Specialty area in IVR/VRU application development. Strong interest in the integration of IVR, telephony, and web-based technologies.
James Cole 904-477-0610 (home and cell) j.cole@gmail.com	Military Leadership Level 1 Desktop Support Quick Learner / Adapter Managing People Who Care	I am a former National Guardsman and Desktop Support professional looking to change career fields. Currently I am focusing on government and entry level positions where solid advancement opportunities exist.
Jeff Glasco 741-7968 (home) 482-9035 (cell) glascojc@aol.com	Project Manager Account Manager Service Manager	IT Service Manager with over ten years experience providing end user lifecycle support at both the account and territory levels. Responsibilities included management of a Field Service, Service Desk, as well as Secure Data Destruction and IT Recycling staff. Duties have included Project Management for installs, replacements, upgrades, and office / departmental moves. I manage end user issues outside the server room and wiring closets so that those responsible for servers, applications, security, and infrastructure can focus on their primary responsibilities
Jeff Orrock 723-8575 (home) jeff@orrock.net	VB, VAA, VB.Net App. Dev. T/SQL PL/SQL Application/DB Architecture Business Analysis Documentation	I am experienced in all areas of the software development life cycle, having functioned as a business analyst, project manager, application and data base architect, developer, installer, software support provider
Jeffrey Kennett 418-7973 (home) 426-5908 (cell) jkennett@mac.com	Planning, Leadership and Delivery of technical efforts.	I am seeking a position that directly chooses or heavily influences Information Technology direction at a small to medium sized company.
Kenny Woo 339-2972 (cell) Kenny_Woo@verizon.net	Customer Service Problem Solver PC Hardware PC Software	Seeking a support position within a company's Information Technology Department. Over 16 years in ensuring business productivity through timely PC problem resolution and customer satisfaction.
Mack "Dale" George 938-7099 (home and cell) george_dale@comcast.net	MCSE/AT Certified Network Administrator Installation, upkeep, sales of hardware and software	Seeking a mid-to upper level IT management position in a mid-sized organization specializing in technical service to a varied database or employing a large IT cadre.

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Mark Law 270-2953 mkblaw@comcast.net	Highly flexible Strong Organizational Skills Highly motivated Data Processing Operations MVS and AS400	Strong experience in organizing and managing a small to medium data processing shop. Experience working 2nd and 3rd shift mainframe and AS400 equipment.
Martin Vik 739-1026 (home) 240-2116 (cell) info@martinvik.com	Program Development Productivity Metric Disaster Recovery Security Audits Test Management	Seeking a company where I can apply years of corporate experience to quickly solve information technology problems for small business.
Michael Rosback 804-514-3669 Mrosback@verizon.net	Business Analyst Systems Design Problem Solver Insurance Real Estate	Seeking position in a government or corporate setting using my skills and proven abilities in business analysis and systems design.
Michael J. Savino 804-690-6742 mikejsavino@hotmail.com	Software Development I Series SAP Business Warehouse JD Edwards ERP	Information systems professional with extensive experience in business applications and business intelligence development. Strong design, development, analysis and trouble-shooting skills. Ability to work closely with business clients.
Michele Faison 746-7331 (home) 814-1907 (cell) mrfaison@msn.com	Business Analyst Project Coordinator Technical Writer: Excellent Oral/Written Communication Fluent in French Ability to Explain technical material to non-technical personnel. Customer Oriented	I bring people together to solve problems and create opportunities. In my more than 16 years in IT, I have worked in government, education, banking, finance, insurance and health care as both a contractor and employee. Although my skills tend less toward the technical side of the spectrum and more to the "soft" or people skills associated with interviewing and acting as a liaison, my versatility and flexibility help me fit into an organization and adapt rapidly to change.
Richard (Rick) Tamberrino 434-531-3002 (home and cell) tamberrino@gmail.com	Relationship Building Negotiating New Market Build-out Business Development Consultative/Technical Selling	I'm an experienced technology professional with 8+ years of bringing value to customers' situations. My strengths are focused around a consultative sales approach leveraging my business acumen.
Roberto Rochet 365-6940 (home) robrochet@yahoo.com	Excellent analytical, troubleshooting and problem solving skills. Team Player. Outstanding interpersonal and customer service skills. Excellent oral and written communication skills.	Seeking a desktop support technician position.
Ronald Collins 804-723-5598 (home) 804-393-0768 (cell) ronaldcollins@comcast.net	Software Development Manager Project Management Leadership	Seeking a leadership position where I can utilize my experience, leadership, analytical and technical skills. Over nineteen years of software engineering experience.
Ted Kopp 747-7157 (home) ted.kopp@gmail.com	Computer tutoring Technical Writing eLearning Instructional Design Social Media	Seeking position in computer training, either in-person tutoring and/or web based training design/development. Over 20 years experience in a wide variety of IT roles.
Teresa Bishop 276-3192 (home) 402-2307 (cell) tdanielbishop@gmail.com	Technical writer Document editor Business communicator Documentation librarian Process Improvement	Multi-talented communicator with experience in technical writing/editing, business correspondence, and one-on-one and classroom training. Seeking a position with medium to large company, government agency or non-profit organization.
Tim Urenda 364-0630 (home) 405-6511 (cell) urendat@gmail.com	Software Lifecycle Management Project Management Object-Oriented Methodologies Enterprise Integration	Twenty years experience in software development, project management, and technical leadership for engineering, industrial automation, and enterprise integration. Adept at creating solutions to complex problems. Masters degree in mechanical engineering.
Tracy Buckley 212-5131 ccd.qa.test@mindspring.com	Detail Oriented Testing Process Improvement Team Player Flexible/Organized Enjoys learning new project areas	Seeking a lead position on a dedicated Software Quality Assurance and Testing team where I can ensure websites and application software function as expected with no surprises so customers/clients have an easy, consistent and positive on-line experience.
William (Bill) Bagnell 658-9333 (home and cell) bill_sweep@hotmail.com	Quality Assurance Software Development Information Technology Web/E-commerce Agile/SCRUM/Waterfall	I am seeking a position as a QA Analyst. Information Technology professional with over 12 years IT experience and 6 years in Software Quality Assurance and testing.
Vince Smoral 360-0855 vince.smoral@gmail.com	Software Manager / PM IT Project Manager Business Development Product Manager	Senior product/program manager experienced in all facets of product development and management in both Fortune 500 and start-up companies
Inventory or Supply Chain Management		
Brian Densley 217-7005 (home) 840-8515 (cell) bjdenz@msn.com	Inventory Maintenance Shipping/receiving Custom fabrication Material handling Quality Control	Position in production or warehouse setting sharing my skills in inventory maintenance and utilization. Over 17 years experience - all within a fast paced, dynamic, customer oriented business. Fast learner, flexible and energetic as a team member or independent.
Cheryl F. Sheppard 556-3926 (home) 712-9042 (cell) cherylfsheppard@aol.com	Production Scheduling Inventory Management Material Logistics Data Management Problem Solver	Planning and Logistics professional with direct experience in Production/Maintenance Scheduling and Material/Inventory Management. Experience with coordinating work across multiple functional areas based on a comprehensive understanding of total system and business processes. Consistently driven to satisfy customers, solve problems, and build integrated solutions.

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Douglas Laws 804-779-2071 (cell) doug.laws@comcast.net	Operations Management Engineering Management Project Management Personnel Development Continuous Improvement	Seeking opportunity to utilize my extensive managerial experience in procurement, engineering, manufacture, warehousing, distribution and servicing to support improvement in the operation of a local business.
Thomas "Greg" Riggs 747-1529 (home) 332-7000 (cell) tgr4312@hotmail.com	25+ years sales experience Account Management (Owned Company) Contract Negotiation Organized IT Consulting	Closed large accounts (Reynolds, Fort Howard, Federal Reserve). Managed these accounts and grew revenue year in and year out. Currently cold calling and helping local reference lab grow its business.
Land Planning and Development, Urban Design		
Paul Gareau 901-4123 (home) 901-1159 (cell) pgareau1@cox.net	Results oriented, versatile leader. Excellent at generation of ideas and the delivery of design solution. Strong design, leadership and management skills. Adept at working within a collaborative environment. Accomplished at managing and guiding a project from site selection through implementation.	Director/Senior Project Manager (Landscape Architecture/Urban design) with effective skills in leadership, management, marketing, technical production and the implementation of land development and urban design solutions.
Manufacturing		
Brent Anderson 804-364-3401 (home) 215-208-0184 (cell) semigr@verizon.net	Effective at leading medium to large groups of employees in a manufacturing setting. Positively impact continuous improvement projects. Detail oriented with demonstrated skill set to handle multiple projects simultaneously.	A manufacturing problem that I can solve using my background in leadership, lean manufacturing and six sigma.
Brian Knapik 360-9167 (home) briandandsandy@mail.com	Mechanical Engineer. Manufacturing Support (cost savings, solve problems, capital projects). Mechanical Design Experience (Autocad, received patent). Designed machine improvements, custom tooling, quick change-over parts).	Engineering support of manufacturing or industrial company. Manage projects: capital investments, process improvements, cost savings. Solve problems: less waste/scrap and improved efficiency.
Christopher T. Gammon 639-6469 (home) chris@anglersmerit.com	Training Electronics ISO 9000 approved Read schematics Bench jeweler	Worked in close coordination with engineering department. ISO 9000 approved. Ability to read electrical schematics. Made communication boards that went into the Voyager II. Maintained quality control. Trained others - train the trainer course. Bench jeweler. Health insurance licensed.
Obed Salazar 804-608-0229 (home) 214-406-8898 (cell) o.salazar@usa.net	Process Improvement Capital Equipment Sourcing Manufacturing Support Data Collection and Analysis Technical Writing	Seeking an engineering role in a manufacturing environment, where I can apply my skills to quickly learn new processes, and proceed to sustain and improve operations. Posses a quality orientation, with experience in Quality Assurance, test, and data analysis.
Robert Khami 360-0264 (home) 231-6737 (cell - preferred) rkhami@mich.com	Six Sigma Lean Aerospace Automotive General Manager Machining / casting & forging Purchasing / sales	Looking for plant manager / general manager / director position. Dynamic Six Sigma manufacturing executive offering expertise at all levels of manufacturing, engineering and purchasing in a wide variety of industrial settings. Proven effectiveness from the plant floor to the board room with demonstrated Six Sigma / Lean accomplishments that have provided growth and positive bottom-line results.
Rodrigo Malpaya 706-4125 (home) 301-2301 (cell) garymetzinger@gmail.com	Cabinet maker Pattern and mold maker	Custom cabinetry, including closets, cabinets, dressers, tables and handicap ramps. Also looking for work in a foundry or manufacturing operation designing and making patterns and molds, and/or teaching pattern-making.
Tim Christmas 897-4005 (home) twchristmas@gmail.com	Compliance Auditing Project Management ISO 9000 Corrective/Preventive Action Reduce Process Variation Supervision leadership	A Manufacturing professional with experience in quality compliance, lean manufacturing principles, process improvement, safety programs and leadership. Proficient in ISO 9000, corrective/preventive action and certified in Quality auditing. Familiar with a variety of the field's concepts, practices, and procedures. I rely on extensive experience and judgment to plan and accomplish goals.
William (Bill) Dobson 559-0275 (home) 314-3127 (cell) Bill.dobson@comcast.net	Heavy Equipment Operator Carpentry Skills	My most recent experience is working with specialized equipment in the semiconductor industry. The equipment repair involved troubleshooting pneumatics, electronics, mechanics, reading diagrams. I also have experience monitoring equipment cost, speed and performance using MS office tools such as Excel, Word, Power point.
Marketing, Communications, Public Relations and Related Fields		
Betty Cleaves 740-1601 (home) 714-4392 (cell)	Business Development Sales and Marketing Customer Service Human Resources Recruiting	Most of my career has been spent in the sales and marketing/recruiting area. I would like to pursue opportunities within account management, business development, or sales and marketing. I am particularly interested in the healthcare field. I would also pursue a challenging customer service opportunity as the challenge of learning a new industry is exciting to me.
Brian Gordon 221-6938 (cell) bgordon1976@gmail.com	Strong Negotiator Problem Solver Consumer Targeting	A marketing position that will allow me to use my advertising agency background to help businesses effectively target their core customers.

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Bruce Schneider 770-823-3021 (home and cell) brandplan@verizon.net	Effective marketing Six Sigma Certified Proven ROI Team Leader / Player Fortune 500	I listen to the client and help him determine the most effective use of his marketing investment. I oversee the marketing development process to ensure that the stated goals will be met. I communicate with the client at every step, so he knows what to expect.
Cheryl Kosakowski 262-9629 (home) 683-1545 (cell) cheryl.k123@hotmail.com	Project Management Creative Management Marketing Collateral Production	Marketing Project Manager experienced in creative workflow and execution. Over 15 years experience on both the client side and the vendor side.
Cheryl Turner 965-5522 (home) 347-1186 (cell) rlturner1@hotmail.com	Technical writer with extensive policy/procedure development Written and edited online content. Editor with a keen eye for detail. Instructional design and training development/delivery.	Seeking a technical writing and/or communications position with a medium-sized organization or non-profit. I enjoy the challenge of developing new projects and start up of new business initiatives within the existing organization.
Christine Lohr 754-0963 (home) 334-4177 (cell) christine844@msn.com	Creativity / Innovative Volunteer Leadership Claims Handling Merchandising Management Customer Service	Seasoned Marketing, Merchandising and Promotions professional within the fashion industry, private businesses, galleries and volunteer service. 4 years experience in Office Management, Administration, and Insurance Claims & Dispatch. Strong interpersonal skills. Seeking eventual transition of skills to a nonprofit organization.
Daniel M. Spitzer (Dan) 804-743-9512 (home) 804-938-2089 (cell) danspitzer@hotmail.com	Account Management Technical Support Project Planning Customized Presentations Marketing Strategies	Seasoned professional with over 15 years in sales, marketing and business development. Maintained territories consisting of Industrial, Commercial, Institutional, Hospitality and Government Accounts.
David P. Ross 804-598-2453 (Home) 804-551-2712 (Cell) dpross7@live.com	Problem Solving Budgeting Coaching / Training Conflict Resolution Directing	A conscientious, resourceful, sensitive leader with over 20 years experience in public relations and management functions. Strengths include problem solving, coordinating and decision making. Demonstrated ability to motivate others, eager to learn and share knowledge.
Delores Floyd 443-562-817 (cell) delores2floyd@aol.com	Relationship management Marketing - creative development Marketing - production management Project Management Problem Solver	Seeking a position focused on marketing or business development, leveraging skills in project management, marketing and relationship management. Over 16 years experience in the financial services industry in direct response marketing and management.
Genee Laspina 804-747-4690 (home) 410-456-3547 (cell) geneela@verizon.net	Excellent relationship building skills Marketing Mind Individual Empathic Team Player Analytical Bond Underwriter	I am seeking a position that will utilize my demonstrated marketing and analytical skills to afford me an opportunity to make a difference while embarking on a new career.
Geraldine Grady 381-1153 (home and cell) geraldine.grady1@gmail.com	Direct Marketing Project Management Promotional Writing Communication Planning Team Building	Looking for a marketing management position where I am responsible for developing marketing strategies and designing multi-channel campaigns with sound measurement, leading to the continuous improvement of experience and deeper customer relationships.
Ginny Parker 364-4458 (home) 201-5309 (cell) gbrechtels@verizon.net	Operations Sales/Business Background Marketing Public Relations Organization	Center Director - Managed Sylvan Learning Center utilizing my operations and organization skills.
Janet Chase 804-262-1475 janet.chase@ymail.com	Proficient Graphic Designer Detailed and Accurate Deadline Sensitive Provide Creative Print Solutions	Seasoned graphic designer seeking opportunity to utilize comprehensive print design capabilities, project coordination and teamwork to market your brand.
Jennifer Eanes 477-3097 (home) 334-5689 (cell) jennifer.c.eanes@gmail.com	Adept at formulating communications and training programs. Strong interpersonal skills. Ability to learn new processes and programs quickly. Knowledgeable on a wide range of computer programs.	I am a communications professional with six years experience in writing, editing and distributing communications to a variety of audiences. I am seeking a position in the communications field that has a range of job duties and opportunities for growth. My strong interpersonal skills and ability to learn new programs and processes help me adapt quickly to changing environments.
Joan Izzo 804-852-5661 (cell) JL.Izzo@comcast.net	Expert communications planning/budgeting. Award winning direct mail and advertising campaign management. Brand and new product launch campaigns and presentations. Manage internal and external communications; acquisitions and product/project campaigns.	Seeking to leverage marketing expertise for midsize companies seeking to grow their business through aligned communications in web, print, sales tools; presentations; branding and new product development launch.
John C. Fox 360-3686 (home) 543-0413 (cell) jackfox2@verizon.net	Promoting products or services. Coordinating special events, trade shows, conventions.	I am seeking a position with a company that is in need of someone to coordinate their marketing and promotional activities. The business can be a corporation, government, retailer or public service.
Joseph (Joe) Crowley 270-6299 (home) 212-6296 (cell) jcrowco@aol.com	Strategic Planning Brand Positioning Marketing Campaigns Business Development New Product Development	Results oriented senior sales & marketing executive with over 19 years of business building in highly competitive CPG categories. Proven track record driving revenue & profit growth, developing brand equity, repositioning consumer brands and turning around declining businesses.

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Kim Bly 266-0025 (home) 840-5770 (cell) krtbly@verizon.net	Marketing Analysis Web Analytics / Metrics Actionable Dashboards Technologically Savvy Integrative Thinker	Seeking a position in Marketing Analysis, Digital Marketing, or campaign / promotion Marketing in a creative company. Past experience with banner trafficking / optimization, competitive intelligence analysis, and budget / forecast / product trending.
L. Campbell Maxey 254-2003 (home) campbellmax@me.com	Web Design Print Design Copywriting Front-end development Social Media	I'm a seasoned graphic designer who has a knack for creating visual and conceptual solutions that move customers to action. I'm looking to leverage my advertising, branding and design experience, and transition into web design or other emerging media channels.
Paul R. McDonell 230-1033 (home) 247-2467 (cell) paulrmcd@yahoo.com	Process Management Project Management Supplier Management Marketing Operations Printing/Direct Mail	Professional with career experience in marketing operations, several years specific to direct mail production for Fortune 200 national lender; experience in managing projects and processes, to include external third parties.
Pauline Mula 355-3778 (home and cell) pmula2001@gmail.com	Train/Coach/Educate Sales Creative Positive collaboration (teams) Motivating	I want to work with a team of sales and marketing professionals providing branding and corporate identity(ies); assist with creative communication and input or design and also opportunities to provide training/coaching and education (internal and external)
Richard Ailstock 779-3064 (home) 339-3792 (cell) ifsbas@aol.com	Sales oriented Goal oriented Trustworthy Management skills A leader	I have been a retail sales manager for large floor covering concerns for over 20 years. Supervised sales associates to assist in improving sales, resulting in increased sales and gross profit for the store.
Rick McCormack 434-286-6522 (home) 434-960-8479 (cell) rickjmcormack@earthlink.net	Top performer Sales manager Marketing Manager Business Development Manager Cold Calling	Sales and Marketing professional with over twenty years of exceptional results-driven experience in business-to-business and consumer sales and marketing for a variety of industries.
Robert Clarkson 364-5036 (home) 869-1337 (cell) robertmclarkson@verizon.net	Research Product Management Market Development Marketing Strategy	Senior product marketing manager with 15 years building and managing market development. Strong track record managing business cases, marketing strategy, and project implementation. MBA in eCommerce and Marketing.
Sean O'Brien 464-9821 (home) 937-8186 (cell) saob100@hotmail.com	Leadership Skills Relationship Builder Management Experience Revenue Generator Creative Problem Solver	An experienced and competent Sales and Marketing professional targeting local Richmond businesses looking for revenue increases and cost reductions through unique, creative and profitable solutions. A proven track record of achieving results while building meaningful business relationships. Strong team player and leader.
Non-Profit Organizations		
Cheryl Turner 965-5522 (home) 347-1186 (cell) rlturner1@hotmail.com	Technical writer with extensive policy/procedure development Written and edited online content. Editor with a keen eye for detail. Instructional design and training development/delivery.	Seeking a technical writing and/or communications position with a medium-sized organization or non-profit. I enjoy the challenge of developing new projects and start up of new business initiatives within the existing organization.
Dayle B. Eley 288-1184 (home) 855-4730 (cell) dayle.eley@verizon.net	Process Improvement & Documentation Issue Resolution Training Facilitation Team-building	An energetic Project/Process Manager with experience defining, organizing and scheduling projects for creative teams, marketing campaigns and direct marketing systems and operations for a Fortune 150 financial institution. Consistently rated as a high performer and recognized as an effective team builder with excellent communication and organizational skills and a constant focus on results. Successful leader with training development and facilitation experience. Seeking to transfer my corporate skills into the nonprofit sector.
Grace Camillo 378-5766 gcamillo@cavtel.net	Excellent communications skills Strong mentoring skills Skilled at working with diverse populations Strong supervisory and coordination skills Skilled at dealing with Human Concerns Issues	Strong interpersonal skills with diverse populations in the area of education and mentoring preferably with human services agencies.
Mary Ellen Dowd Helme 353-3740 (home) 868-8468 maryellen_helme@yahoo.com	Highly organized Efficient Team Player Project Manager Problem Solver	To use my experience in non-profit and educational settings to manage or support administration for efficient and organized office management.
Susan Ridd 270-5365 (home) 269-6609 (cell) s.ridd@att.net	Outstanding organizational skills. Ability to mobilize volunteers. Skilled in making presentations. Passion for and knowledge of environmental issues.	I am seeking employment that requires strong organizational skills, data analysis skills and the ability to serve others.
Process Improvement		
Anne Duvo 747-3377 (home) 690-7131 (cell) aduvo@yahoo.com	Documentation Specialist Tech Writer Training IT and Business community Diversified Organized Multi-tasker	Seeking a position where I can utilize my skills not necessarily in the IT field but where I can assist in process improvement.

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David Mobley 898-8369 (home and cell) davidmobley@me.com	Certified Process Manager Lean and Agile Experience 10 Years People Management	A highly motivated, certified Process Manager with a strong technical background and proven track record for delivering large business critical projects focused on reducing time and cost and improving quality. A respected team player at all levels with over 10 years of management experience and leadership skills. Broad knowledge with an innovative approach to business problems and the ability to introduce best practices to achieve effective project and product delivery.
Howard Grove 739-9018 hgg017@gmail.com	Human Resources Generalist Project Management Communications Team Building Six Sigma Process Improvement	Objective is senior leadership role on a management team. Over 20 years of management experience with specific expertise in building and managing cross-functional and cross-cultural work groups. Experience includes strategic planning, contract negotiations, project management in union and non-union environments and Six Sigma process improvement.
Tom Cudzilo 332-1240 (cell) tomc10@comcast.net	Process Improvement Operations Leadership Senior Management	Over 15 years experience transforming troubled operations to profitability. Possess excellent management skills and apply the art of leadership for vision and direction.

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Project Management		
Bernhardt P. Parry 739-6157 (home) 318-7486 (cell) bparry@caci.com	Project and Program organization and prioritization. Leading teams, with zero attrition in 14 years. Establishing clear, achievable objectives while balancing demands for quality, scope, time and cost. Identifying and resolving issues in a timely manner.	Have been managing projects and programs in Federal and commercial communications service fields for 30+ years. Seeking comparable position in the Richmond area.
Brett Sheffield 639-6089 (home) 467-1871 (cell) brettshffield67@gmail.com	Workflow coordination Business analysis & research Business development & marketing Leadership & training Process & customer improvement	A position capitalizing my business skills in a development, process or project management environment that utilizes my analytical and leadership skills in a team environment.
Carolyn Huebner 249-9202 (home) 366-0287 (cell) clpowers1@comcast.net	Team Leadership & Development Relationship Management Process Improvement Project Management Technical Accounting	I am a vibrant leader with over 10 years in management experience in roles of increasing responsibility. I have had experience in a variety of accounting functions form accounts receivable, payroll accounting, P&L management and Sarbanes Oxley.
Chad Burns, PMP 804-938-2127 cburns62@hotmail.com	Process Improver Team Focus Developer Detail Oriented Analytical	Eight years of Project Management of projects up to \$5MM. History of receiving continuously more responsibilities. Effective trainer of teams and new team members, certified project manager (PMP).
Dayle B. Eley 288-1184 (home) 855-4730 (cell) dayle.eley@verizon.net	Process Improvement & Documentation Issue Resolution Training Facilitation Team-building	An energetic Project/Process Manager with experience defining, organizing and scheduling projects for creative teams, marketing campaigns and direct marketing systems and operations for a Fortune 150 financial institution. Consistently rated as a high performer and recognized as an effective team builder with excellent communication and organizational skills and a constant focus on results. Successful leader with training development and facilitation experience. Seeking to transfer my corporate skills into the nonprofit sector.
Diane Andrusin 804-658-1617 dandrusin@yahoo.com	Diligent, detail oriented administrator. Solid background in training, supervision and organization. Superior telephone, customer service and computer skills. Proficiency in PeopleSoft, MS Word, Excel, Outlook, Access and PowerPoint.	I am seeking a position in a fact paced environment where I can complete projects within time and budget constraints. My strong verbal communications skills are an asset with internal as well as external clients.
Kimberly Ryan 804-895-4944 (home and cell) mskimberlyryan@gmail.com	MA, PMP, MBA (in process) Project Management Business Development Leadership Management Customer Service	I am skilled in leadership, management development, creating new and innovative programs, building loyal business relationships, leading cross-functional teams, analysis, budgets and consulting services.
Mary Lynn Dunton 360-3128 (home) 868-5195 (cell) marylynn.dunton@yahoo.com	PMP Scrum Master INS Implementation of vendor software applications leading to process improvement.	Leadership position commensurate with my experience and education offering diverse responsibilities, fostering advancement. Responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and organizational objectives.
Robert Trahan 804-527-6992 (home) 804-683-3696 (cell) trahan_55@hotmail.com	Project Manager - PMP Six Sigma Green Belt Management Electrical Engineer Leadership	Seeking a project management or engineering position that utilizes my engineering, management and project management skills. I have over 10 years of successful project management experience and 25 years of technical achievement in the semiconductor industry.
Thomas M. Knower 475-2911 tah_knower@yahoo.com	Project Management Engineering Manager Construction Management Design	Project management with substantial power industry, manufacturing and consulting experience. Multi-discipline design coordination. Experience with all phases of civil, structural and environmental projects. Skills include construction management and supervision of staff. Six Sigma Greenbelt trained. ISO audit experienced.
William Cox 754-3381 (home) 539-5473 (cell) Wm_Cox@comcast.net	TQM/Lean Management Team building and personnel development Forecasting, budgeting Project Management Productivity improvement	An experienced professional strong in the development of people and adept at applying proven quality improvement techniques to enhance processes throughout an organization.
Sales and Related		
Anthony Spezio 768-7604 (home) 347-5173 (cell) speez5@comcast.net	Develop & maintain relationships Team leadership and coaching Sales negotiating and closing Business plan creation Driving long term growth New business development	A dynamic sales and marketing professional with 15 years of experience maintaining long term relationships. Recognized ability to effectively identify critical objectives and maximize opportunities, develop innovative solutions for enhancing competitiveness, consistently improve customer experience, and increasing revenue and market share position.
Brian Keller 804-883-5543 (home) 804-514-6432 (cell) brian.g.keller@gmail.com	Management Retail Executive Training Supervisor Performance Six Sigma Black Belt	Over 20 years in retail operations, project management, training development, sales management and merchandising producing superior results and growing people.

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Bruce Doub 767-2104 (home) 399-0957 brucedoub@comcast.net	Sales and operations executive Strategic Building Relationships Revenue enhancement	Assertive self starter, global sales, program management and operations executive with leadership experience. Adept at developing effective and targeted business strategies and articulating a coherent and compelling vision. Practiced in growing revenues and net profitability in the technical field.
Christopher John Lane 270-2461 (home) 310-5166 (cell) reedpo1@yahoo.com	Sales Representative Construction knowledge Multi-tasking Industrial Knowledge Marketing Degree	I have been in industrial / construction sales for 12 years. I have worked for some of the largest companies in this field country wide.
Dan Earley 934-0811 (home) 218-0811 (cell) scubamandan@gmail.com	Excels in sales Leader Presentation Organized	Entrepreneurial sales professional with diverse abilities in achieving sales goals, cultivating leads, and analyzing marketplace trends. Excel in an environment where strong sales, presentation and writing skills are required.
Greg Lane 527-4366 greglane09@gmail.com	Sales / Marketing Public Relations Customer Service Security Dependable / Good Character Loyal	Handled many calls about service we can provide. This may be understanding the question and also owning the problem. The callers often have a small question and just want to hear a person and not a machine. Always let the caller know you understand and we can help them.
James D. Moore 360-4352 (home) 647-1523 (cell) jimmoore6750@yahoo.com	Training Recruiting Sales Management Relationship Management	I enjoyed a 34 year career with S&K Menswear with the majority spent in district and regional management. I was motivated by assisting others in fulfilling their potential.
Jennifer U. Pool 379-6489 (home) 370-7132 (cell) jenniferpool@verizon.net	Quick Learning People Person Good Speaking/Communications skills Strong writing skills Strong technical skills	Customer relations focused professional with 10+ years experience providing clients with excellent customer support in software sales, COBRA benefit and 529 program environments. Adept at articulating complex technical/financial terminology to varying audiences. Versed in sales/public speaking.
Jere O'Brien 739-6464 (home) 400-1514 (cell) jere_obrien@yahoo.com	Skilled negotiator Strategic thinker Agent of change Anticipate and manage risk Understand personality typing; knowledge of personalities	I have always been dedicated to a life of service and support of others, focused in sales / leadership and sales management for the past twenty years. I'm looking to be part of an organization where I can contribute to and be supportive of its growth.
John Madden 804-741-6177 (home) 804-441-4122 (cell) j.madden11172@gmail.com	Management Employee Development Training/coaching Sales Training Consultative Sales	Seeking position in management or sales, using my skills in employee development, consultative sales and relationship building.
John C. Horigan 762-9249 (home) horigan.john@yahoo.com	Customer Service Inventory Control Reliable Hard Working	Looking for a position to use my customer service skills in retail and tourism.
Judy Ross 804-261-6020 judyr7015@gmail.com	Interpersonal skills Hands on Help with bath Prepare meals Light cleaning	Good retail experience (hostess) for seven years. Volunteer for eight years at a local hospital. Flexible hours/flexibility. Certificate/asst, nursing/long term, Years of experience.
Keith Erk 360-7564 (home) 873-9602 (cell) keith.erk@verizon.net	Results Oriented Manager Skilled Negotiator Proven Leadership Skills Consistently surpasses objectives.	Customer focused sales, operations, and product development executive with demonstrated success in developing and implementing new concepts, processes and products that improve customer satisfaction while leading to increased sales.
Kyle Milwit 804-262-5461 (home) 240-687-3448 (cell) kylemilwit@comcast.net	Sales Representative Solution Selling	I have over 10 years sales experience. I began my career with a technology start-up company and moved on to a Fortune 500 company in the Employer Services industry. For the past 3 years, I served as sales rep for an enterprise software company. I am looking to leverage my skill set in IT/Software sales, but I am open to sales positions across a variety of industries.
Michele Clarke 360-0307 4mmhcke@gmail.com	Engaging Customers Demonstrating products	I have 15 years of sales experience - 8 years in cosmetics - 4 years in selling blinds, shades and shutters. Earned sales and customer service awards. I enjoy working with people.
Nicole Norman 501-2107 (home) 873-3174 (cell) nickicubilla@verizon.net	Major Account Sales Strategic Planning Needs Analysis Budget Forecasting Prospecting	Fifteen years of sales and training experience in broadcast, finance, retail cosmetic, and hospitality industries. Effectively plan and implement marketing strategies for small and large companies through prospecting and business development.
Ruth McCullen 314-9797 (cell) ruth.mccullen@comcast.net	Working to achieve performance goals. Problem solving. Engaging management style.	A sales management position with a health, fitness or wellness industry.
Sean O'Brien 464-9821 (home) 937-8186 (cell) saob100@hotmail.com	Leadership Skills Relationship Builder Management Experience Revenue Generator Creative Problem Solver	An experienced and competent Sales and Marketing professional targeting local Richmond businesses looking for revenue increases and cost reductions through unique, creative and profitable solutions. A proven track record of achieving results while building meaningful business relationships. Strong team player and leader.
Theresa LaSalle 379-4293 (home) 334-1936 (cell) grattan517@verizon.net	Account Management Promotion Development Sales Management	Experienced at growing consumer packaged goods with customer marketing, sales and category management. BA in Economics and MBA in Business Management.

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Thomas (Tom) Kane 270-5881 (home) 539-2091 (cell) tom-kane@comcast.net	Strategic Sales Sales/Team Management Closing Skills Contract Negotiation Teaching/Training	15+ years in IT / software sales focusing on back office applications (accounting, ERP, and CRM) as well as corporate network security and infrastructure. Strong "hunter" and closing skills. Strong relationship selling skills. Also, looking to move into health care sales – not necessarily computer/IT related. Teaching/Training experience as well.
Social Work / Social Services		
Dame McClure 917-941-9109 (cell) riverlamb4@aol.com	Assessments Collaboration Counseling Supervision Case Management	Seeking a position as a social worker/case manager where I will be able to utilize my experience working with diverse client population.
Daryl Carter 447-8672 (home) daryl.carter45@hotmail.com	Honest and ethical in my work values. Dependable and reliable to both employer and co-workers. Tenacious in my work. Dedicated to my work. Problem solver.	I would like to work in the field that I am currently taking classes in as a Rehabilitation Counselor. I would like to work with persons with special needs. Yet I am open to suggestions.
Jane Farrar Vaught 739-9613 (home) 839-5929 (cell) vaughtdr@comcast.net	Teaching and planning Working with individuals and groups Ability to solve problems Flexibility and adaptability Dependable, mature, hard working and experienced	Since being involuntarily downsized I have broadened my idea of a career from the known world of teaching to the exciting possibility of using my acquired skills in a new professional area. I am confident that my skill set enables me to be an asset to a variety of employers. I am seeking full time employment, but would definitely consider a part time position with the possibility of full time employment later on.
Other Career Fields		
Diana Walsh 270-4257 (home) 248-1661 (cell) diana_97402@yahoo.com	Bilingual Computer Skills Keyboarding Skills	Waitress-Server: Perform guest service by taking orders, serving food and beverages. Secretary-Receptionist: Receive incoming calls, take phone orders, edit letters and other general office work. Beverage Merchandiser: Inspected merchandise, took orders, maintained inventory.
Evan Neal 346-0903 (home) 647-4448 (cell) evangelosneal@hotmail.com	Electronic Knowledge Eye for Detail Meticulous Flexible	Looking to further career in electronics installation and massage therapy. Have experience in radio, hotel/hospitality, and AV installation. Would like to eventually pursue career in the care giving services business.
Jim Schroering 553-0619 (home) 543-1129 (cell) jim.schroering@hotmail.com	Fiduciary (trusts and estates) asset management Natural resource management Highly organized - detail oriented Excellent communication skills	Certified forester with over 25 years experience in natural resource management, fiduciary asset management (trusts and estates), client retention/fulfillment, due diligence, procurement, production scheduling, inventory/quality control and project management. Seeking similar responsibilities in financial services, private industry, government or non-profit organizations.
Jonathan Coats 897-3866 (home) wijoco74@netscape.net	Small business owner (15+Years). Good mechanical, electrical and automotive diagnostic/repair skills. Solid computer skills. Competent writer and communicator.	I want to begin a new career as an automotive (passenger vehicle) technician. I am willing to start from the bottom as an apprentice, and plan on returning to school to earn a certificate in the field. I own many automotive tools and am experienced as a hobbyist/shade tree mechanic.
Judith Perkel 560-1628 (home) 239-2958 (cell) j.perkel@yahoo.com	Excellent Customer Relations/Service Oral & Written Communication Skills Creative Design Skills Conflict Resolution	Manager/Coordinator – problem solving, customer service, HR, advertising & brochure design and development.
Laura Lank 378-2023 (home) 218-7748 (cell) LankLaura@aol.com	Needs Analysis Planning Organizing Implementing	To secure a position in Membership Recruitment for a business or professional association. Seasoned outside B2B sales professional, experienced in business development and account management. An effective communicator with a passion to create innovative solutions to meet business needs.
Michael D. Cole 748-5815 (home) 382-0225 (cell) mrwahoo53@yahoo.com	Printing Production Restaurant Management	A position in production and manufacturing or restaurant management.
Mohanael Al-Zuhairi 982-0911 (cell) magic2003_waw@yahoo.com	MS Office Auto Cad General administration, office communications and report generation	I am seeking work in one of the following fields: office administration, drafting using Auto Cad, large department store sales.
Neil J. Ognibene 804-938-5000 neil_ognibene@yahoo.com	Negotiation Leadership Communication Detail Oriented Excellent Organization	Attorney licensed to practice law in Virginia seeking employment with the Federal Government in the Virginia/DC area. Experience in the private sector with pre-trial discovery, drafting legal memoranda, online legal research, settlement negotiation and investigation. Enthusiastic and excited to utilize skills in new practice areas as well.
Paulette L. Coulon 740-6063 (home) 852-3291 (cell) plcoulonrealtor@aol.com	Richmond Association of Realtors The Institute of Realtors	Seven years of experience in Real Estate, Mortgage Lending, and Social Work

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Roy C. Ambler 747-6132 (home) 314-8241 (cell) rjambleer@verizon.net	Fast Learner Repair, rebuild and troubleshoot Quality and detail oriented Multi-tasker Dependable and team player	Seeking a position that would utilize my skills in mechanical and electronic assembly, manufacturing, troubleshooting and repair. Many years experience in field service repair, manufacturing, with attention to detail and quality.
Steven Sanders 564-2330 (home and cell) sanderssteven225@gmail.com	Biomedical Communications Leadership Innovation & Critical Thinking Training & Instruction	Seeking new clients in small businesses, local and state agencies, and education. Over 20 years experience in providing a full-scope of adult training and innovation programs.
William (Bill) Dobson 559-0275 (home) 314-3127 (cell) Bill.dobson@comcast.net	Heavy Equipment Operator Carpentry Skills	My most recent experience is working with specialized equipment in the semiconductor industry. The equipment repair involved troubleshooting pneumatics, electronics, mechanics, reading diagrams. I also have experience monitoring equipment cost, speed and performance using MS office tools such as Excel, Word, Power point.