



## AT STAFFING SOLUTIONS, OUR PEOPLE MAKE THE DIFFERENCE.

July, 2008    Ask Olga, Ida or Jalayne to arrange an interview!

**R. Taylor:**      Goal-driven Admin. Asst. with office management and supervisory experience. Background in corporate housing provided exceptional customer service training. High-level software skills.

**D. Davis:**      HR Generalist with sales, marketing and administrative background. A 'can-do' attitude with extensive software skills and process improvement skills. BS in Business Management and SHRM Certificate.

**L. Frazell:**      Previously a litigation assistant to two attorneys, she has performed as an executive and office manager. She has overseen A/P and processed purchase agreements and closings for disbursements.

**S. Hannigan:**    Working her way through college, she has longevity in a retail store using sales, customer service and operations skills – along with software and cashiering skills. This candidate is refining her receptionist skills in our busy office now, but is available for temp to hire or direct hire.

**E. Yingling:**    Merchandiser with success in hiring, training, team management for grocery stores. MS Office skills, detail-oriented and very highly-motivated – ready to transition into a new field!

**M. Maddaleni:** Credit Analysis Supervisor for a large financial institution will graduate with an MBA with accounting concentration. He has extensive software background and has performed all underwriting and analysis related to commercial real estate investments and construction loans.

Ask us about our Provel skills testing – for any software application and any job category/skill. These can be taken online! We can test your candidate's abilities and your current employees' skill levels!

- Office Managers
- Administrative Assistants
- Executive Assistants
- HR Professionals
- Office Coordinator
- Data Entry
- Mail Room Clerk
- File Clerk
- Switchboard
- Receptionist
- Greeter



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