



Networking Is Key

No matter where you are these days, someone is likely to be talking about the value of networking. This was certainly the case during the Business Advisory Board panel discussion, which took place on the third day of the Senior Community Service Employment Program (SCSEP) National Conference, held July 22-24, 2009, at the Cuyahoga Falls Sheraton.

The panel consisted of Don Zirkle (Akron office of SEC), Patti Auber (ComDoc, Inc.), Dana Magel (Swagelok), Carolyn Hanson (Superior

Staffing), and Mary Lou Bolanz (Akron office). They spoke to the attendees about the mutual value derived from participation on business advisory boards and encouraged others to consider developing such boards within their respective regions.

After describing how each became a member of SEC's Business Advisory Board, they all noted that information flowed, not only in regard to mature workers, but about business opportunities in this region and about services available through each

- Select a category
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 - [Education / Training](#)
 - [Financial / Insurance](#)
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 - [Maintenance / Landscaping](#)
 - [Manufacturing / Industrial/ Technology](#)
 - [Medical Office](#)
 - [Professional / Management](#)
 - [Sales / Service](#)
 - [Security](#)

company. By way of an example, Auber mentioned a field trip sponsored by a fellow board member Alain Wulff, to his organization Weaver Industries and Secure Shred. She later was able to connect Wulff

See Networking, pg. 10

These People Are Available for Immediate Hire

Driving / Transportation

Bonnie P. is seeking a driving position. She has a good driving record with no accidents; however, she does not have a CDL. Bonnie has driven the Food Service vehicle for the Veterans' Administration in Brecksville, and she has received Bad Weather Attendance awards for numerous years. In addition to driving, Bonnie has excellent customer service, food service and delivery experience. She has helped customers to solve complaints, provided information about products and services, as well as taken orders and cancelled accounts. If you are looking for a responsible, organized, and dependable person, look no further.



Ellen W. is seeking a Dispatcher position in the Transportation or Logistics field. She has negotiated and arranged transport of goods with freight companies throughout the country. Ellen also has planned, organized, and managed work of subordinate staff to ensure work was accomplished in a timely manner consistent with organizational requirements within company

policies and procedures. Ellen has a great work ethic and has provided excellent service to her employers.

Jerry K. is looking for a delivery driver/warehouseman position. His experience includes driving delivery trucks up to 5 1/2 tons, using forklifts and operating a skid steer. Jerry has worked primarily in the tool and die industry, delivering finished products, and picking up parts and supplies.

Randy F. has experience picking up and delivering materials. Randy is a very dependable, unflappable individual with good computer skills. He also has extensive experience in painting, drywall, and finish construction. Randy is seeking a driving position (no CDL).

Education / Training

Brenda, B. A caring, compassionate professional, Brenda is seeking a position where she can apply her varied experience. She has taught learning-disabled students, developed Individualized Education Plans, and conducted assessments. As a Masters level counselor, Brenda worked with families and children to assess child abuse and neglect issues and

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July-August 2009

Vol.3, Issue 6

provided individual and family therapy to address the needs of clients.

David K. is seeking a Social Service and Vocational Trainer position with benefits. David has represented clients in Juvenile Court for adolescent groups. He also has managed a 40 to 50 client caseload of children with severe behavioral problems, and responded to crisis situations. He has written case narratives and developed Individual Services Plans for client success. David has a B.A. in Social Corrections from Kent State University.

Janet S. is seeking an Educational Consultant position where she can utilize her experience. She has adapted teaching methods and instructional materials to meet students' varying needs, abilities, and interests. Janet has taught English, Mathematics, and Communications. She observed and evaluated students' performance, behavior, social development, and physical health. Janet has an Accounting degree from Hammel Business College and an Education degree from Kent State University.

Patricia B. is looking for a position as a dance instructor. She has extensive experience teaching a variety of dance styles to all age groups from children to seniors. As the manager of a studio, she kept the books, managed receivables and payables, and marketed the business.

Sandra W. seeks a position in customer service or training. In her career, she has done data entry, answered incoming calls, and managed correspondence with customers. She has provided customers with accurate, up-to-date information on bank accounts, and investigated and resolved customers concerns in a timely and courteous manner, insuring customer satisfaction. Sandra assessed the training needs of employees, using focus groups and consulta-

tion with management. She also organized and directed orientation and training for employees and presented information using a variety of instructional techniques and formats, such as role playing, simulations, team exercises, group discussions, videos, and lectures.

Business Education/Human Resources

Leowan S. is seeking a position in training or Human Resources. She has extensive experience as a Safety Trainer in a manufacturing environment where she inspected and evaluated workplace environments, equipment, and practices to ensure compliance with safety standards. As an Hourly Personnel Representative, Leowan provided guidance to employees to resolve issues such as unemployment eligibility, medical reinstatements, and retirement requests. She has a history of steady advancement in her career, a testament to her commitment to learn continually and improve.

Financial / Insurance

Joe L. is seeking a position in a Financial Department. He is a CPA and has worked in various accounting firms. Joe has developed, set-up and operated various businesses, as well as acted as Chief Accountant. He has computer skills using Microsoft Word, Excel, Peachtree, and Main Frame systems, PCs, and Windows Operating Systems. Joe has an excellent work history and the experience to help your company get back on track, meet deadlines, and operate within budget for profitability.

Colleen G. is seeking a position in the Financial Services industry. She has experience in retirement planning, life insurance, and personal financial analysis and is fully licensed. For more than ten years, Colleen has prepared personal income tax returns.

Pamela B. is seeking a position in the Financial Services industry. She has been both an account executive for a brokerage company and office manager of a diversified financial services insurance firm. Her duties have included training agents, medical underwriting and risk evaluation. Intelligent, dedicated, and caring, Pamela brings the highest level of professionalism to all she does.

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Vol. 3, Issue 6

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July-August 2009

Vol.3, Issue 6

Accounting/Bookkeeping

Glen C. has extensive experience with QuickBooks Pro and has worked in both the medical/dental and commercial business environments. Glen also has been responsible for accounts payable and receivable, purchasing, and bank reconciliations. His attention to detail, knowledge, and no-nonsense approach will make him a valuable asset to any company.

Accounting/Collections

Blanche E. is a dedicated, hard-working individual with experience reconciling accounts, preparing financial statements, and benefit administration. She maintained and collected past due accounts for 22 wholesale centers with receivables of \$8 million. She has worked with SAP computer systems and Sarbanes/Oxley compliance. Blanche has a history of steady advancement in her career and has been recognized for her talents, skills, and loyalty.

Bookkeeping

Rita P. is looking for a bookkeeping position where she can utilize her experience in payroll, monthly statements, and data entry. She has worked with Peachtree accounting software and is proficient in Word and Excel. Rita is a goal-oriented individual with excellent communication skills, qualities she has put to good use in the collection of past-due accounts.

Hospitality / Food Service

Darlene W. is seeking a Food Service position. She has served as a manager of food service for a non-profit childcare center where she was responsible for budgeting, meal planning, food preparation and record keeping. Darlene has been trained in food safety procedures.

Jo Anne D. is an outstanding chef who has worked in a variety of venues, as well as operated her own local bakery. She has prepared and served meals for hundreds of people (from small, in-home, personal Chef Presentations to lunches for 100+ and receptions and parties of 150-200 people) as well as specialty foods/diets for diabetics and salt-free clients. Her creativity spans cake decorating, specialty baked items, and running a whole kitchen as Head Chef. Her computer skills consist of iMac G3, PC word processing, Microsoft Word, Apple Works, and the Internet. JoAnne graduated Summa Cum Laude from the Culinary Institute of Vir-

ginia College. She is seeking full-time employment with benefits.

Rosemarie R. is seeking a position in food service. She has experience in many aspects of meal preparation, including salad and sandwich prep, chopping vegetables and cafeteria set up. An engaging personality and sense of humor make Rosemarie a great team member.

Maintenance / Landscaping



Bob L. is seeking a maintenance position in a machine shop or as a building manager. Bob is an excellent electrician, providing fast, proficient, and cost effective service to his employers for a good number of years. He can install, repair, replace, and fix machines and repair buildings, as well as maintain a safe and effective work environment. He has an excellent work background with an excellent attendance record.

LeAnne M. is seeking a Housekeeping/Janitorial position. She has serviced, cleaned, and supplied restrooms; gathered and emptied trash; and swept, vacuumed, and mopped floors. LeAnne has followed procedures for mixing and using chemicals and cleaners, and for using power equipment. She has monitored buildings for security and safety by performing such tasks as locking doors and checking electrical appliances to prevent any environmental hazards.

Melvin W. has cleaned commercial and residential establishments, such as hotels, restaurants, clubs, halls, and beauty parlors. He has prepared cleaning solutions, according to specifications, for safe, clean environments. Melvin also has performed routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of the building does not deteriorate. His excellent attendance record and positive attitude help to make Melvin an ideal employee.

William W. is seeking a Maintenance Technician position with benefits. Bill has excellent background in electrical and plumbing projects and has in-depth knowledge of the Na-

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

tional Electric Code. He is able to read blueprints, diagrams, and other schematics, as well as being skilled in the layout, planning, construction, and installation of general building maintenance. Bill also has an excellent work and attendance record. If you are looking for an all-around maintenance person, look no further.



Manufacturing/Industrial/Technology

Alan B. is seeking a position where his machine shop experience can make a positive contribution. He has cleaned, deburred, chamfered, beveled, drilled and tapped machined parts using hand and power tools. Alan also has completed detailed bench finishing on models and patterns used for tire tread-ring molds, and performed hand and machine polishing on steel and bronze machined parts to be used in stamping die machinery. Alan's strong work ethic and commitment to quality will make him an asset to any company.

Charles T. has been a production machine setter, and he is seeking a full-time position with benefits. He also is a bobbin-winding operator, a dip mold operator, and he has monitored machine operations to detect malfunctions. Charles has set-up and run selected machines and installed machine components, such as dies, molds, and cutters according to specifications, using hand tools and measuring devices. He also has synchronized speeds of sections when producing products involving several steps or processes. In addition, Charles has recorded and maintained production data, such as meter readings and quantities, types and dimensions of materials produced. Charles has a diploma from Hower Vocational High and an Associate Degree in Business Administration.

Christopher M. is seeking a quality control position with benefits. He has supervised Lab personnel on first shift in using the Spectrophotometer, Rheometer, and Tensile Meter, two-roll mill, and physical testing of production samples. Chris has helped to increase companies' outputs by 25 percent with new products and increased production by using

adjusted Cure System and Composition of Compounds.

David K. From designing shipping containers to negotiating pricing with transportation vendors, David's experience in shipping/receiving is comprehensive. He has prepared annual budgets for management approval and maintained actual spending with those limits. David's computer skills include Microsoft Office as well as BAAN Floor Inventory Management System and Csarlite Traffic Management System.



Donald R. is seeking a manufacturing painter position with benefits. Don has been a painter in the construction industry, a manufacturing company, and in a maintenance department. In addition, he has a varied work background in other types of industry, such as a material handler, tank cleaner/floor supervisor, packer/painter/mixer, and a line loader and production line painter. Don also has the ability to weld and to read blueprints. He has a good work and attendance record. If you are looking for an outstanding, dependable, and hard-working individual to complement your team and company look no further!

Judy G. has worked in Quality Control, Shipping and Receiving, and she has been a machine operator. She helped production workers, loaded and unloaded items from machines and conveyors, and packaged finished products for shipping. Judy maintained machines to prevent malfunctions and machine downtime. She also has prepared documents, including work orders, bills of lading and shipping procedures, routes and rates. She has received numerous attendance awards with bonuses. "Professional, hardworking and dependable," describes her perfectly.

Roberta B. is seeking a third-shift manufacturing/light industry position. She has inspected, packed, coiled, and sometimes operated machinery (Automatic Assembly Machines), in the production of plastic products. Roberta has used electric saw, sonic welder, and drill press, as well as a forklift. She has an excellent attendance and work record

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

Wayne J. is seeking a full-time Welder / Fitter position in a factory environment with benefits. He can read blueprints, work orders, and production schedules to determine product or job specifications. Wayne can set-up, operate, and tend welding machines (Mig, Tig, Arc and Gas, Steel, Stainless Steel, Cast Iron and Aluminum) that join and bond components to fabricated metal products or assemblies. Wayne also has set-up and operated borers, millers, grinders, presses, drills and auxiliary machines, and he operated tow motors and handheld and overhead cranes. Wayne has his Welding Certification. He has an excellent attitude and attendance record along with an outgoing personality.

Patternmaker

John W. can set up and operate machine tools, such as milling machines, lathes, drill presses, and grinders, in order to machine castings or patterns. He is able to read and interpret blueprints or drawings of parts to be cast or patterns to be made, then compute dimensions and plan operational sequences, as well as verifying conformance of patterns or template dimensions to specifications, using measuring instruments such as calipers, scales, and micrometers. John also is a licensed forklift operator.

Medical

Administrative



Carley N. has handled multiple phone lines for inbound and outbound calls for Medicare Part D prescription plans and prescription information, as well as processed customer enrollments. Her computer experience includes

Microsoft Word, WordPerfect, Excel, and PowerPoint, with a typing speed of 30-35 wpm. She has a diversified work background with excellent attendance record. Carley has a Bachelor of Science in Education and a Certificate in Diagnostic Medical Sonography. She is looking for a full-time position with benefits.

Janice O. has answered multiple phone lines, taken detailed and accurate messages, or transferred calls to appropriate individuals, as well as greeted and assisted patients with accurate, courteous, and up-to-date information. Janice is skilled at resolving problems to meet patients' needs and scheduling appointments in a way that ensures sufficient time for a variety of appointment types.

Marcia S. has answered and triaged phone calls, scheduled new and existing patients appointments for four doctors and two therapists and performed data entry. Marcia set up filing systems for two offices, prepared file copies for other doctors upon request, and maintained filing systems. She has collected fees or set up payment schedules as well as trained new employees. She also is completing an Associates' Degree in Accounting.

Home Health Aide

Brenda P. is a caring, compassionate individual with experience as a nurse's aide. She has provided patients with emotional support and instruction in areas such as independent living, adaptation to disability, and coping with illness. Brenda has scheduled medical appointments and assisted patients in their interaction with medical providers. She also has assisted with ambulation in and out of beds, baths, wheelchairs and vehicles, and provided support for dressing and grooming. In addition, she has prepared and served meals to patients in compliance with dietary needs, cleaned living quarters, washed and ironed laundry, and dusted and cleaned windows.



Rose S. is looking for a position in home health care. She has experience serving the memory-impaired in all aspects of their daily care. Rose has offered bedside and personal care, planned and prepared meals, and provided transportation. She also has given training to family members to ensure the best possible care for clients.

Medical Billing

Lynda N. is seeking a position in Medical Billing. She has extensive experience with secondary billing after primary insurance payments have been received and posted. She is familiar with Medicare and Medicaid forms and procedures. Lyndia also has experience in collections and credit reporting. A dedicated, organized, and dependable worker, Lynda will be a productive asset to her new employer.

Registrar Nurse

Dorothy R. is a Registrar Nurse seeking an advocate position helping clients to obtain needed services and equipment, implement services, and schedule assistance, as well as

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

representing patients to receive resources available. She can work independently or as a team member to achieve and establish services through case management. Dorothy has provided in-home assessments and doctor follow-up to maintain prescribed care, services, and quality. Dorothy has monitored all aspects of patient care, including diet and physical activities, as well as prescribed duties to assure prompt professional service in compliance of regulations. Dorothy has an excellent attendance record with a caring, compassionate, and helping personality.

Office

Anne S. is seeking a position where her clerical and customer service experience will make a positive contribution. She has been able to handle telephone requests and phone orders in a professional and pleasant manner. Anne has greeted and assisted customers with accurate, courteous, and up-to-date information, as well as tracing back-orders in a fast and proficient manner to resolve customer complaints. She also has scheduled appointments for all customers to meet quotas and promote sales.

Barbara D. is seeking a customer service/general office position. She has computer skills, using Microsoft Office, and has done data-entry. Barb knows how to use a copier and fax machines, and she has experience with a multi-line telephone system. She also has knowledge of numerical and alphabetical filing. Barb is seeking full-time employment with benefits.

Freddie H. is seeking a General Office position. She has served as receptionist for six departments and as an Accounts Payable clerk. Freddie has prepared bulk mailings, was responsible for handling money and preparing deposits, and training new hires in her department. She is a team player with an engaging personality who enjoys working with others.

Kathleen C. is seeking an Administrative Assistant position where she can apply her skills and experience to benefit her employer. She has worked in a variety of settings, from rental property management to retail. Kathleen has handled payrolls for up to 100 em-

ployees, managed accounts payable, and served as an executive assistant.



Lynn S. is seeking an Administrative Assistant / Receptionist position. She has computer skills using Microsoft Word, Excel, Access, and Outlook. She has answered multiple phone lines for two different managers, as well as greeted customers and visitors. Lynn has done alphabetical and numerical filing, collated materials, and assembled packets and booklets. She has used various types of office equipment to get jobs done in a timely manner. Lynn has an Associate Degree in Secretarial Science from The University of Akron.

Mardee H. Her experience with MS Word, designing and managing newsletters and office procedures in general have prepared Mardee for a challenging position. Friendly and hard working, she will be an asset to her next employer. Mardee's background also includes experience in retail sales as a merchandiser and cashier.



Martha T. has experience with telephone systems, office automation, and data entry, which has prepared her well for a General Office position. She has served in a hospital medical records department, as well as retail and museum environments. Her attention to detail will make Martha a valuable addition to her next employer.

Rebecca N. is seeking an office position where her experience with customer service, multi-line telephone systems, and data entry can make a contribution to her employer's success. She is comfortable with MS Word, Excel, and Outlook. Rebecca has worked in both hospitals and banking.

General Office/Library Assistant

Andrea B. is looking for a position that will utilize her reference librarian experience and extensive clerical skills. She has a strong commitment to customer service and is a bright, motivated, organized individual. Andrea types 40 wpm and has experience performing clerical duties such as filing, typing, word processing, photocopying, mailing materials, and mail sorting.

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

General Office/Records

Joan R. is seeking a general office position on a full-time basis. As a clerical assistant, Joan has answered telephones, directed calls appropriately, and performed data entry to maintain customer records. She has experience with Microsoft Word and Excel, copy and fax machines, adding machines, calculators, and cash registers. She excels at multi-tasking and always welcomes new challenges.

General Office / Warehousing

Sandra J. is knowledgeable concerning all clerical functions in a large warehouse/distribution center. She has kept records, prepared paperwork for claims to be filed for damages and shortages, and entered data into the computer system. Sandra also answered phones, directed calls, took messages, and scheduled delivery trucks. She prepared paperwork for outbound shipments of goods being returned to vendors, such as Bills of Lading, Pick Lists, and Customs paperwork. Sandra is seeking a general office position.

Human Resources/Clerical

Ina S. is a highly motivated receptionist and Human Resources assistant. She is a dedicated, punctual, and dependable employee. Ina also is a detailed-orientated team player with exceptional communication, organizational, multi-tasking, time management, and problem-solving skills. Computer skills include Microsoft Word, Excel, PowerPoint, and Word Perfect. She can type 50 words per minute, with 90 percent accuracy. Ina has experience training new hires in a variety of tasks.

Receptionist

Nel N. operates a multi-line phone system, screening and transferring calls appropriately. She provides information to customers using a computer, mail, or facsimile machine. Nel maintains and copies records of office activities and business transactions. She also reviews incoming mail and prepares outgoing mail. Contact Nel if you are in need of a receptionist.

Professional / Management



Bill M. is seeking an Assistant Manager position with a grocery store or retail chain. Bill has managed and operated as well as owned his own convenient food fuel station. His customer service

and organization skills has ensured excellent customer satisfaction for returned business and improved profitability. Bill has coached, mentored, and otherwise helped others to improve their knowledge, performance, and skills through productivity and service. Bill has an excellent work record and has received awards for perfect attendance.

Cindy N. brings a diverse background to her search for a management position. She has extensive experience in retail management, with large national companies and a single store operation. Cindy has been a sales manager and a management trainer during her career. Experience as an administrative assistant also provided her with excellent organizational, computer, and administrative skills. A great attitude and work ethic have been the hallmarks of Cindy's work life.

Dan S. is a resourceful non-profit organization executive, with significant experience and accomplishments in the management, sales, and marketing areas. He is seeking a position where he can apply his many skills. Dan has a proven record in strong fiscal management, human relations management, public relations, sales and marketing, fundraising, team building, and grant writing.

Edward J. is seeking a position in office management/purchasing. He has managed a purchasing budget of \$10 million, conducted quality audits on U.S. and overseas suppliers, and monitored incoming shipments from foreign and domestic sources. Edward organized accounting, purchasing, and human resource functions to meet expanding needs and maintained full responsibility for office management, purchasing, production scheduling, inventory/materials management, and project management.

John G. is seeking a management position with benefits. John has excellent computer skills using Microsoft Office and Works, Quickbooks Accounting, and the Internet. He has dealt with and solved many customer service issues as well as consulted with companies to develop and implement customer services practices to improve customer satisfaction for increased business and purchases. John has established and implemented company policies and proce-

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

dures and performed production controls, inventory controls, and quality controls. He has degrees in Business Accounting from The University of Akron and Machine Tool and Shop Theory from Cerritos College. If you need a professional and a go-to person look no further.



Margaret W. is seeking a part-time Social Worker/Case Manager position where she can utilize her skills to help clients get assistance and services for a better quality of life. She has some basic computer skills, using Microsoft Word and the Internet. Margaret has made referrals to community agencies, government agencies, and other public assistance programs to help her clientele obtain much-needed resources and services.

Marvie B. has experience as a teller and personal banker. An outgoing, personable, and dedicated worker, Marvie brings enthusiasm and knowledge to her job. She has trained new employees and thrives in a team environment.

Suzanne A. is an experienced, enthusiastic, and flexible professional, and she is seeking a position where her many skills can make a contribution to her employer's success. She has arranged conferences and meetings, scheduled appointments, and made travel arrangements. In addition, she has prepared general correspondence, presentations using Power Point and overheads, monthly statistical reports using Excel, and updated monthly expense accounts for senior management. She also has served as supervisor for volunteers who assisted with clerical duties.

Sales /Service

Tresha L. is seeking a cashier position. She has had training from a major retailer on all equipment used including cash registers, credit card machines, check machines, and price guns. A very personable individual, Tresha is adept at making customers feel at home in her place of business and assuring their satisfaction.

William K. is seeking a position as a cashier or warehouse worker. He is experienced in cash register opening and closing procedures, accurately handling customer transactions and

counting the drawer. William has picked merchandise for orders and prepared UPS shipments. He is dependable and detail oriented.

Sales/Marketing

Bill E. is seeking a Sales/Marketing position. Bill has a consistent track record of increasing sales with existing customers and developing new business. He has managed company trade show activities and designed and executed marketing campaigns. Bill is a professional, dedicated individual with long experience representing manufacturers. Bill has a BA in Industrial Psychology from Ohio State.

Guy G. brings an entrepreneurial spirit and extensive retail experience to seeking a sales/marketing position. He has identified prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences. Guy coordinated and participated in promotional activities and trade shows, working with developers, advertisers, and production managers to market products and services. He also has directed the hiring, training, and performance evaluations of marketing and sales staff and overseen their daily activities.

Customer Service

Alan B. has a Technical Customer Service background. He has provided total customer support both locally and internationally. Alan has brokered spare parts, ordered and tracked machines worldwide, maintained liaison activities, and conducted audits. He has supervised and trained auditors as well as sales staff. Alan also has successfully completed company sales programs and actively engaged in the up-selling of products, parts, and service. He is seeking a full-time position with benefits.

Anne S. is seeking a position where her clerical and customer service experience will make a positive contribution. She has been able to handle telephone requests and phone orders in a professional and pleasant manner. Anne has greeted and assisted customers with accurate, courteous, and up-to-date information, as well as tracing back-orders in a fast and proficient manner to

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July-August 2009

Vol.3, Issue 6

resolve customer complaints. She also has scheduled appointments for all customers to meet quotas and promote sales.

Donna R. brings an extensive customer service background to her search for a new position. She works well with clients, one on one, to ensure all available services are offered. Donna has experience resolving customer issues and complaints to everyone's satisfaction.

Joyce Z. is seeking a full-time administrative assistant / customer service position. She is proficient with Microsoft Word and Excel and comes with very good office skills and excellent customer service capabilities. Her attitude is positive and you will find that she is organized and dependable.



Judy P. Her outgoing personality and positive attitude make her the ideal candidate for a customer service position. She has experience working with the public in both banking and retail environments. Judy is adept at establish-

ing and maintaining positive relationships with customers.

Patricia T. has computer skills using Microsoft Word and office skills such as copying, printing, faxing, laminating, labeling, and mailing. She has excellent customer service skills providing prompt professional quality service, as well as operating a cash register and doing light bookkeeping. Patricia has also answered multiple telephone lines, transferring calls to appropriate departments. She has excellent attendance and work records.

Walter H. is proficient in Microsoft Word, Excel, and Power Point; and he has experience in both retail and call-center environments. Walter's positive attitude and engaging personality allow him to interact and communicate effectively with both customers co-workers.



It's not too late!

Book your booth today for the 20th Anniversary
Mature Workers' **Job and Career Fair**
Wednesday, September 2, 2009 from 9:00-2:00
at Tangier in Akron

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In next month's issue:

Is social networking a useful tool for human resource professionals?

Look who got a job!



New hires:
David A. and
Richard S.



Call 330-762-8666 x 174 or 178 to schedule and interview.

Opportunity Knocks

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July-August 2009

Vol.3, Issue 6

Networking, cont'd from p. 1



From left to right: Don Zirkle, Patti Auber, Dana Magel, Carolyn Hanson, and Mary Lou Bolanz.

with the person at her company who is in charge of shredding, and now her company uses Secure Shred.

Magel mentioned that Board members often give presentations to Akron Job Club participants. These presentations sometimes take the form of mock interviews, other times covering many topics: things an employer would expect from a prospective employee; how an applicant should present herself or himself to an employer; dress; confidentiality, etc. Some companies have Human Resources departments or representatives; whereas, in smaller companies, the president of the company or another officer may be doing the interviewing of potential employees. Helping job seekers prepare for the interview benefits all parties.

Carolyn Hanson made the point that the board seems more like a club where there is networking, field trips, and a general exchange of information. She said, and others agreed, that SEC is really providing a service by facilitating this networking opportunity.

Mary Lou Bolanz took the microphone to add that there have been many additional employers who have been and are members of the Advisory Board, such as Allstate Insurance, Sterling Jewelers, Children's Hospital, National City Bank, and several non-profit agencies. Board members talk about difficulties various employers are having and share solutions, and this helps SEC. "Since our job is to find the best jobs for our clients, knowing what's out there helps us to plan and prepare job-seekers appropriately," said Bolanz.

All three board members present reiterated that participating in events, such as this

one, were mutually beneficial. Job Club members benefit from hearing from people who are currently involved in hiring, and employers benefit by being in closer touch with each other and with an agency that knows the job-candidate pool. Not only that, but it can lead to personal business contacts as well. For example, once when a board member had become unemployed, members were able to provide a job lead.

The remainder of the discussion focused on Zirkle's stories about various incidents that have taken place during the years the Advisory Board has been in existence. "The benefits of the friendships and relationships we have built over time through the board have far exceeded our expectations," said Zirkle. He mentioned that there were 66 companies with members on the board, but an average of only 20 - 25 are active at any one time. The people on today's panel are among those most active currently and are really committed. In fact, Auber had even come to the meeting while she was on her vacation.

Advisory Board meetings are held quarterly in Akron (four times each year) from 8 to 9 o'clock in the morning, sometimes at the public library, sometimes at a company's office. These meetings are rather informal, with no set agenda, which creates a relaxed atmosphere where ideas can be freely exchanged. Interested employers should log on to www.matureservices.org/secbrachoffices.php and click on the county to get contact information for their local SEC office.