

Opportunity Knocks

The key to your hiring needs.



A Senior Employment Center Update

June 2009

Vol.3, Issue 5

B2B Speed Networking Event A Success



First United Methodist Church in Akron. This event was designed to provide a format where employers could come together in a casual setting to exchange

On May 28, 2009, about 30 individuals from local businesses and members of the various branches of Mature Services, Inc., held a Business to Business Speed Networking Event at the

information about themselves, and their companies, services, and products. An invitation was open to anyone who had contact with Mature Services in the previous six months, or who was

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recommended by a member of Mature Services' Business Advisory Board.

The Speed Networking concept evolved out of Speed Dating. An even number of people are divided among a

See **Networking**, pg. 8

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.



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

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 Communication. 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



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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 customer concerns in a timely and courteous manner, insuring customer satisfaction. Sandra assessed the training needs of employees, using focus groups and consultation 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 continually learn and improve.

Financial / Insurance

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 indi-

vidual 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 collection of past-due accounts.

Insurance

Eddie D., an experienced property claims adjuster, is seeking a position to advance his career in his field. He has investigated, evaluated, and settled claims, applying technical knowledge and human relations skills to effect fair and prompt disposal of cases.



Eddie has experience with Microsoft Word, Excel, and Power Point, as well as claims software. Eddie is a compassionate individual who truly enjoys helping his customers through trying times.

Hospitality / Food Service

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



Opportunity Knocks-Summit County Issue

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Maintenance / Landscaping

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.



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 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.

David K. From designing shipping containers to negotiating pricing with transportation vendors, David's experience in shipping/receiving is comprehensive. He has prepared annual bud-

gets 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 Csalrite Traffic Management System.

David N. is the person you are seeking. He works well with supervisors, owners, contractors, and design professionals. He inspects and reviews projects according to building and safety regulations. David has experience with power tools and design plans. Contact David with a full- or part-time position.

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, hard-working and dependable," describes her perfectly.

Richard S. has experience as an airline mechanic, quality-control inspector, and production supervisor. Attention to detail and the ability to work within strict deadlines and regulations have been the hallmarks of Richard's career. He has experience as a working supervisor having managed a crew of 30. Richard has an uncompromising commitment to integrity and productivity and is eager to contribute to a quality organization where superior achievement and contribution to attainment of company objectives are recognized and valued.

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



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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.

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, Lyndia 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 representing patient 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.



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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.

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.

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.

Office Assistant / Clerical

Maryladene P. has clerical experience and is familiar with operating fax and copying machines. Her computer skills include Microsoft Office, Excel, Power Point, and Mail Merge. She has been a receptionist, answering a multi-line phone system. Maryladene is very cooperative and easily gets along with others. She is seeking a full- or part-time position.

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.



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Professional / Management

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.

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 success. She has arranged conferences and meetings, scheduled appointments, and 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

Residential Sales

Sandra H. is seeking a full- or part-time position in residential sales or leasing for senior communities. She is willing to travel. Sandra has experience in sales and customer service. She has owned and managed her own business. Sandra would like benefits.

Retail Sales

Robert L. is very knowledgeable about using Microsoft Word, Excel and the Internet. He has developed and nurtured customer relations, opened and closed cash register, prepared bank deposits, and kept records. Robert also helped customers locate and select merchandise, and he has assembled picture frames for customers. He has a Bachelor of Arts in Graphic Design.

Joan J. has sold stationary and invitations, helping customers select and purchase from samples and catalogs. Joan also answered phones, took messages, and discussed orders with customers, thus contributing to good customer service. She has a BA in Education, and is looking for a part-time position.

Jim J. is seeking a part-time position as a Host/Greeter or in retail sales. He has recorded patrons' reservations, greeted guests and seated them at tables, and informed patrons of the establishment's specialties and features. He also



has organized information for both local and out-of-town classified newspaper ads. Jim has taken classes from Kent State University and is professional, organized, and dependable.

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 mer-



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chandise 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 for 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 had 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 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.

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 an excellent attendance and work record.

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 and co-workers.



Look who got a job!

Bill B., Bonnie D., Charlene G., Glen P., Herbert W., John P., Michael G., and Robert C.

The Senior Employment Center wants to congratulate those who secured jobs since our May edition, and thank the employers who recognize the value of hiring mature workers.



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STAFFING MADE EASY

Laurie Sibila, Manager of Mature Staffing Systems (a division of Mature Services, Inc.), said the secret to the agency's success is building firm relationships with local employers who value the well-developed work ethic and commitment that mature workers bring to the job. Since MSS has been helping mature workers find employment since 1989, her staff has a proven track record.

Mature Staffing Systems (MSS) is a unique service that specializes in an age group rather than an occupational area. They currently have placed people in over twenty-six different job categories. MSS will do software/clerical testing; prior employment and personal reference checks; optional drug screening; and criminal background checks at employer's request. Once the screening process is complete, Mature Staffing will set up interviews and the company then chooses their candidate.

Sibila described her job as placing mature individuals with job experience in temporary, temp-to-hire and direct placement positions. She said that Mature Staffing screens and tests job candidates who

have special education, training, or job experience that makes them desirable in today's market. The direct placement service provides companies with ideal employees, while relieving the work load of in-house Human Resources personnel.

Sometimes a company selects an individual to fill a job on a temporary basis and later hires the person fulltime. MSS takes care of payroll for temporary or short terms employees and collects direct hire fees for permanent hires. Individuals who are working on a temporary or temporary-to-hire basis are considered MSS' employees working under a specific company's direction. MSS assumes all the employment costs including: Workers Compensation Insurance, Medicare Taxes, Social Security (FICA) Taxes, and Unemployment Compensation.

Many of MSS' customers have found that hiring experienced, loyal workers has improved their company's retention. Mature workers also stabilize a company's workforce by helping to mentor younger employees.

Networking cont'd from p. 1



Speaker: Laurie Molnar

series of tables (see photo). Each table has a moderator whose task it is to keep time. Each individual at each table is given three to four minutes to present information. At the end of the last presentation, individuals at every table move to a new table to meet a new group and begin the process again. Movement is based on a mathematical algorithm to assure that each person meets every other person.

Paul Magnus, Vice President for Workforce Development at SEC, spoke about the importance of 'bridge' employment, especially since the institutional knowledge drain over the next few years is going to be especially acute as millions of baby boomers retire.

A box luncheon was served so as not to interfere with discussion.

Lauri Molnar, Merchandising Manager for the Hattie Larlham Foundation (see photo), gave the luncheon address. She spoke about the special needs of the people hired to work in Hattie's Cafes, and how the work experience gives them confidence and enriches their lives.

A survey conducted after the event indicated a high level of satisfaction. Julie Anderson, from SafeMedAlert said: "I thought it went very well, the speaker was great. Door prizes were a thoughtful addition, not the usual. . . . [your] staff was very educational to listen to and to learn what your organization offers mature adults, who are certainly having more problems finding employment than others."

In the spring, another B2B Speed Networking event is planned. if you would like to sign up, see www.matureservices.org.



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