

JVS PLACEMENT PROFILES

A publication of the

JVS
111 PROSPECT STREET
EAST ORANGE, NJ 07017

JVS is a non-profit, nonsectarian agency that has been a valuable recruiting resource to area businesses since its founding in 1939. JVS screens and refers qualified, experienced applicants for available positions. There is **never a fee** to the employer or employee.

Profiles of selected clients currently seeking employment are listed below. Contact **Martin Katz** for additional information, to list a job opening, to request a detailed resume, or if you would prefer receiving these profiles in another manner. **Phone: (973) 674-6330 x270 - Fax: (973) 674-6820**
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ACCOUNTING/FINANCE

Financial Operations (1156-ML)

Financial investment professional with management and leadership achievements in the futures market. Solves complex issues and advises investment management companies. Track record of initiating programs for improving operations and business growth.

Accountant/Full Charge Bookkeeper (1010-ML)

Dedicated, hard working accounting professional with Real Estate, Mortgage and Retail experience. Produced and analyzed monthly reports, monitored banking transactions, vendor relationships and payroll.

Accountant (6211-ML)

Controller accomplished in all aspects of accounting, budgeting and corporate taxes. Interest in not-for-profit accounting. CPA.

Senior Accountant (1177-ML)

CPA seeking an accounting position involving cost reduction and streamlining financial reporting procedures. Effective team player. Big four experience.

Bookkeeper/Office Administrator (1090-ML)

Experienced bookkeeper seeking part-time or full-time employment. Certified in QuickBooks and QuickBooks Pro Advisor. Works with general ledger, payroll, bank reconciliations and invoicing.

Financial Services Executive (1171-ML)

Dynamic financial services professional with a background catering to high net worth individuals in wire house banks. Portfolio manager and head trader while building a team of traders. Excellent communications skills demonstrated by moderating daily webinar company presentations and relationship building.

Financial Manager - (1036-LR)

Results driven team leader with unwavering focus to accomplish goals and deadlines. Excellent interactive skills used to motivate clients and employees. Responsive to changing environments, with excellent forecasting ability. Areas of expertise include: Prime and Sub Prime Markets; FHA & FHA Rehab Loan origination; Hard Money Residential and Commercial Loans; Credit Enhancement Specialist; Foreclosures and Short Sales; Interest Rate Forecasting.

Accountant/Bookkeeper (1094-LR)

Tri-lingual (English, Russian, Ukrainian) accounting professional with experience in preparation, analysis and reporting of financial performance.

Administrative/Bookkeeper (1112-LR)

Office professional with bookkeeping background. AA in accounting. Administrative experience in retail, medical and non-profit settings.

Accountant (1103-MK)

By serving as in-charge member on audit and tax engagements for a diversified client base, gained valuable audit and tax knowledge. Actively communicated with clients and management regarding specific findings. Experienced in diverse structures such as stand-alone domestic partnerships, offshore operations, master-feeder complexes, et al. Prepared and reviewed client financial statements including all footnote disclosures and supplemental schedules. Served as primary advisor on the development of investment manager's SFAS157 policy. Prepared and reviewed Schedule K-1s, tax estimates and Form 10765.

Credit Analyst (1124-MK)

Professional credit analyst focusing on financial institutions. Knowledge of capital markets, counterparty risk, and trading products. Graduate of formal bank credit training program. Performed credit analysis for banks, insurance companies, and other non-bank financial institutions for both annual review purposes and new business. Dealt with diverse group of customer/counterparties, both international and domestic.

Financial Services Consultant (1175-MK)

Extensive experience in loan market with focus on distressed loans and trade claims. In-depth product knowledge of secondary and primary loan market, agent bank function, trade closing, compliance, bankruptcy/reorganizations, documentation negotiation and operational/settlement issues. Understanding of front office and clients' needs and expectations. Aggressive approach to trade settlements, corporate actions, inventory allocations and management of external counsel, significantly reducing legal and other expenses. Ability to create consensus between multiple parties including trading desks, sales force, research, deal closing, operational groups, internal/external counsel and clients.

EDUCATION**Teacher/Child Advocacy (1136-ML)**

Certified in elementary education and interested in working with children and families in a social service setting.

HEALTHCARE/SOCIAL SERVICES/NON-PROFIT

Not-for-Profit Administrator (2016-LR)

Non profit administration with healthcare grant writing, research and training background.

Healthcare Management (6102-LR)

Senior Account Executive with demonstrated success in consultative selling, project management and implementing and managing behavioral health programs for Fortune 500 companies, middle market organizations and governmental entities. Two time recipient of Annual Account Management Recognition award.

Program/Curriculum Project Manager (1148-MK)

Cultivated and maintained donor relations; managed community-wide speaker events. Managed \$400K budget for School and Education and secured outside funding for innovative based programming. Collaborated in development of program and long-range planning for religious institution. Mentored, supervised, coached, and evaluated staff of thirty. Created and developed a major internet-based Jewish text teaching tool.

Outreach Coordinator (1179-MK)

Conducted community outreach to major non-profit organizations in NYC and Morris County. Marketed organizations to Fortune 500 companies and non-profit organizations. Provided training in classroom, seminar and workshop settings. Interacted with individuals at all levels of organizations.

Pharmaceutical Quality Compliance (1158-ML)

Fifteen years experience in pharmaceutical senior validation compliance. Approved all validation documents for both vaccine manufacturing and QC lab equipment in vaccine production. Managed QMS and EHS and has worked in IVD/CE diagnostic medical device. Holds an MBA, MS and a law degree in drug/health law.

Health Care Administrator (1080-ML)

Public health and research background. Additional experience in program administration and grant writing.

Public Administrator (1152-ML)

Public administrator and manager providing services to the public in the areas of housing, program development and supervision.

Public Outreach Professional (1060-ML)

Public outreach professional with well honed oral and written communications, graphic presentations and interpersonal skills. Ability to successfully navigate the state and federal regulatory processes.

HUMAN RESOURCES

Human Resources Recruiter (1165-ML)

Experienced HR professional specializing in recruiting and employee dealings. Excellent interpersonal and communication skills.

Benefits Manager (1008-ML)

Detail oriented professional with employee benefits experience in various industries. Areas of competence include: Compliance, Budgeting, Negotiating, Communicating, Strategic thinking, Auditing

INFORMATION TECHNOLOGY

IT Professional (5806-MK)

IT professional with hands-on experience in mainframe applications. Strategic orientation enhanced by strong analytical skills, technical knowledge and project management. Excellent track record in effective partnerships on complex IT projects across multiple platforms.

IT Professional (5958-ML)

Specialist in IBM's Web Sphere application server administration utilizing UNIX LINUX systems and web infrastructure J2EE technologies.

IT Technical Trainer (1143a-ML)

Extensive experience designing, developing and implementing training courseware at all skill levels. Supervised trainers.

LEGAL

Real Estate Attorney (2015-ML)

Accomplished attorney with strong background in real estate, commercial leasing, risk management and negotiations. Licensed in NY and NJ.

Attorney (6245-ML)

Attorney with a range of experience including corporate, healthcare, housing, entertainment and technology law. Strong community involvement as well as providing legal services to not-for-profit institutions.

Attorney (5956-ML)

Experienced intellectual property attorney in pharmaceutical and chemical industries. Corporate and law firm experience. Patent experience from application to issuance.

Legal Administrator (1132-LR)

Legal administrator with recent paralegal certification. Experience and skills in legal office administration and records coordination.

MANAGEMENT/OPERATIONS/MISCELLANEOUS

Management Analyst (5421-MK)

Experienced business professional with documented track record as analyst, administrator, team leader. Skilled in design procedures; facilitating and designing training workshops. Competent in developing documentation for compensation packages. Proficient in MS Office and Internet.

Procurement Professional (6257-ML)

Experienced in the Purchasing, planning ERP system. Implementation and negotiations in the IT field. Vendor and contract management. Excellent interpersonal skills.

Program Administrator (1072-ML)

Program development/administration including staffing and training. Excellent communicator with a variety of ages and levels of management.

Business Manager (1058-ML)

As operator of a furniture business, managed all facets of credit and collection, sales, negotiations, supervision and training of staff.

IMPORT MANAGER - 1016 ML

Experienced in all aspects of worldwide import operations including building relationships with customs brokers and freight forwarders. Implements strategy to reduce landed costs and resolve problems.

OFFICE SUPPORT

Administrative Assistant (1106-LR)

Experienced administrative/executive assistant with recent AA degree in accounting.

Administrative Assistant (1114-LR)

Executive assistant with exemplary track record in administrative support, client service and project management.

Administrative Assistant (6115-MK)

Solid background in financial analysis, auditing, compliance & regulatory matters. Extensive experience monitoring sales personnel. Develop marketing plan, including market analysis & strategic planning. Extremely organized & thorough.

Administration/Customer Service (1172-MK)

Strong administrative and interpersonal skills. Handles customer service and client retentions. Problem solver who takes the initiative with excellent follow through ability. Word, Excel and internet proficient.

Office Administrator (1181-ML)

Oversaw business office of a non-profit and ran a family business. Comfortable on the computer, dealing with customer service issues and day-to-day operations.

PR/Administrative Asst (4708-ML)

Creative, detail-oriented, experienced in program development, special events planning and promoting, computer literate, skilled communicator, creative problem solver.

Executive Assistant/Administrative Assistant (1185-MK)

Results oriented administrative professional who excels at executing a project from inception to completion. Motivated and polished with a proven ability to support senior level managers with confidence and discretion. Recognized for strong interpersonal skills, establishing and maintaining relationships with clients and co-workers and ability to handle inquiries and problem resolution. Self directed and open to new challenges with superior attention to accuracy and detail.

JOURNALISM/PUBLISHING/MEDIA ARTS/PUBLIC RELATIONS

Print Production Manager (1108-LR)

Hands-on technical leader with extensive experience overseeing the end-to-end print production process.

Graphic Designer (1105-LR)

Graphic artist with experience in designing ads, menus, business cards and promotional pieces for publishing, marketing, and advertising departments.

Strategic Communications (5749-MK)

Lead strategy sessions and new presentations. Initiate media program for national associations and its members. Attract new business and grow current business. Develop targeted advocacy programs. Run multiple accounts and manage all client relations. Create and produce special events.

Communications/Public Relations (1178-MK)

Experienced national media relations manager. Develop websites, write and follow-up on product releases resulting in increased placements. Design and implement programs that inform clients and prospects of company services. Function as both strategist and practitioner.

Event Planner (6142-ML)

Public Relations, special events and fundraising professional. Plan and execute a wide variety of events, dinners and conferences. Supervises volunteers.

Editor (6238-ML)

Imaginative senior editor adept at product development, content research rights and permission research. Particular expertise in elementary education materials.

SALES/MARKETING

VP Marketing (1128-LR)

Marketing and Promotion director with extensive experience in marketing strategy and planning, interactive marketing, promotions, program management, special events and communications materials.

Advertising Executive (1130-LR)

Consummate accomplished advertising, media and marketing professional with an impressive track record of creating a competitive advantage for an impressive range of clients.

Sales/Marketing (6156-LR)

Exceptional new business development manager with an established track record of account development, office management & team leadership.

Sales Management (6174-LR)

Sales / Marketing Management professional with 30+ years in textile & commercial real estate industries.

Sales / Marketing Executive (1149-LR)

Product Marketing & Business Development Executive. MBA with expertise in product marketing, advertising and business development. Extensive management experience. Recognized for proven project management skills to effectively develop and execute marketing plans and campaigns, forecast and manage budgets, control costs and manage internal and external relationships. Ability to create opportunities to expand into new markets, nurture new relationships and increase revenues, margins and market share.

Sales/Business Development (1075 - ML)

Established strong customer relationships by in-depth needs analyses. Excellent communications and product knowledge skills.

Account Manager/Project Manager(1087-ML)

Concept to project completion interfacing with designers, architects, wholesalers and project owners. Customer focused problem solver. Production coordinator for wholesale apparel.

Sales & Marketing Consultant (5516-ML)

Extensive business management expertise with particular strengths in sales and marketing, administration and operations. Will consider full or part-time, salary or commission. Very flexible and open. Comfortable with credit & collections, has handled all aspects of a business.

Marketing/Promotion Professional (1117-LR)

Consummate sales professional with expertise in developing and maintaining customers, while attending to all operations aspects of new and existing accounts. Experienced Materials Manager with the ability to coordinate purchasing, manufacturing, shipping and stock levels.

HOSPITALITY/FOOD SERVICE**Event Planner (1142-ML)**

Experienced detail oriented event manager. Instinctive in interpreting client ideas and fulfillment of goals within budget.

Event Planner (6144-LR)

Creative professional with extensive background and experience in event planning & coordination, fundraising & sales/marketing

Foodservice Manager (6239-ML)

Foodservice and operations professional with managerial experience. Expertise in customer service, staff development and training, Experience ranging from startup of restaurants to successful turnaround of retail food chains. Expertise in Budgeting, Sales Forecasting, Inventory Control, Advertising, Merchandising and Procurement.

REAL ESTATE/CONSTRUCTION**Real Estate Finance (1081-LR)**

Real estate financial professional with experience in acquisitions, lease agreements, cash flow analysis, research and verification.

ENGINEERING

Project Manager (1174-LR)

Construction manager of projects with responsibilities ranging in structural steel design & detailing, scheduling, job coordination, issuing of payment applications & approval procedures.

INSURANCE/INVESTMENTS

Insurance Professional (5863-ML)

Attorney with insurance expertise in coverage, defense and subrogation. Managed a national unit for major insurance company. Seeking to apply excellent problem-solving and organizational skills in any related environment.

RETAIL

Retail Operations (6206-ML)

Extensive retail experience in Purchasing and operations management. Managed staff promotions and merchandising. MS Office proficient.

