

TAP report

Spring 2008



New & Noteworthy

Welcome **Ashley Williams** to the **Don Richard Associates'** team. She has joined the Southside Corporate office.

Ashley hails from Hemphill, TX but has made Hampton Roads her home for the past 4 years. She has worked in the Administrative field for the past 4 years and has come to Don Richard Associates as an Administrative Assistant.

WELCOME TO THE TEAM!

Congratulations are in order for **Jackie Cowan** who recently was promoted to Marketing Coordinator. She has been with Don Richard Associates for 2 years.

Congratulations are also in order for **Sam Morton** who recently celebrated her 8 year anniversary with Don Richard Associates.

Congratulations Jackie & Sam!

Successful Recruiting Today

Means Understanding Diversity of Generations

by Ed Greene

You may remember a time when interviewing for your open positions meant asking the right questions about experience or why a candidate left the last company where they worked for the past ten years. Successful interviews, and for that matter, the entire recruitment process is changing and depends on just how well your company understands the Gen X-ers and Gen Ys of today's workforce.

If you find that you are hiring more young people, who haven't even attended their first college reunion, and more Boomers who have three or more decades of experience, often to work for them, you are not alone. Never before have we experienced such a diverse workforce in a job market that anticipates projected talent shortage between four and 10 million by 2010. 80 million Boomers are retiring or changing the way they work, there aren't enough of the Gen X-ers to take over, and we will be very thankful by then, for the 70 million Gen Ys born between 1977 and 2002.

Hard to believe that we will be thankful? I hear from many business owners and managers that the younger generations are lazy, not motivated to succeed, and want everything without having to pay their dues. Although these are often misperceptions because management has not taken the time to understand what motivates employees and why, the reality is that today's workforce, including those of our clients and vendors, includes a variety of racial, cultural and generational backgrounds, and it is absolutely critical for us to have broad representation on our professional teams.

There are reasons why we get asked "Why should I work for you?" from candidates today, a question many of those of us who are Boomers would not ask in an interview. For one, the Gen Y applicants have been coddled by parents who have made them the center of their lives, providing safety nets, participating in their decisions, and providing instant gratification. These young professionals are self-assured,

Continued on next page...

DRA | 25
Don Richard Associates | YEARS
The Employment Professionals

Southside

ph: 757.518.8600

fax: 757.518.9436

Peninsula

ph: 757.873.0447

fax: 757.873.8294

www.donrichard.com

tech-savvy, and idealistic when they arrive for your interview. Contrary to being lazy, they have expectations for themselves and everyone else. They just don't expect to climb the ladder, leaving that to their older Gen X coworkers.

When the Gen X candidate seems skeptical about your recruitment processes or the dress code, a Traditionalist or boomer may prematurely discredit his ability to fit in with your culture. Gen X-ers, born in the 1960s and 1970s, were influenced by technology, television, latch key care and divorce. These candidates may know little about loyalty and much more about work-life flexibility or the importance of enjoying their work.

As a Traditionalist staffing professional, I have found some ways to do my part in our industry to adapt to more generation-focused recruiting and interviewing. Today, it is not all about what the candidate can do for the company, but also what the company can do for the candidate. Here are just a few tips:

The best people to connect with Gen Y is Gen Y. Unless your recruiters are well trained in generational differences, questions and concerns are best put at ease when answered by an already devoted employee of the same generation. If your interviewers are primarily Boomers, know that it is only natural for them to look for people who value long work hours, self-sufficiency, and autonomy. The Gen Y applicants may openly express a desire for mentoring and constant feedback on projects while a Gen X asks if he would ever be required to work past five o'clock before the interview is barely underway.

Re-examine how you talk about training and continuing education. Gen Ys are learning oriented. They are most likely the generation to obtain a degree from a University and the majority thinks relevant work experience is most important in getting a job. Gen Y wants to know they will have opportunities to enrich their education, have a mentor, and have opportunities to take on projects, often before they are ready. What you communicate in the interview is critical to making an impact on their decisions.

Know when to use technology in the recruitment process. These technology savvy generations want to download or complete applications from the comfort of home at all hours of the day. They also search Career Connection, Craigs List or other online sources throughout the night and on the weekends. That's it. When it comes to the rest of the recruitment process, they want more personal touch, less e-mail.

It's not just about compensation. The Gen X-ers are highly competitive so think what benefits will support their desire to excel, even though their success will often be based on their own methods. Will they have opportunities to manage their own projects? When they are ready for a new challenge, can you offer it so that they don't have to leave? Both Gen X and Gen Y candidates want to hear about work-life balance. If you have a culture which embraces some policies which provide flexibility, share them in the interview. You might as well share the whole picture on benefits in the first interview, because they will ask anyway. Be sure your interviewers are well versed on the 401K plan and/or profit-sharing plan because Gen Y applicants will be financially astute, and want to contribute.

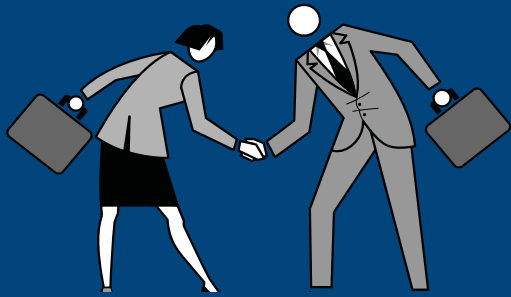
Understand that the Gen Y candidate needs to talk and gain feedback. You won't have to pull information from a Gen Y candidate. They will freely give information about their experience, education, and the type of work they are seeking. You may need to allow more time for these interviews. Some recruiters have a tendency to avoid providing feedback as they may not know at that point whether the candidate is in the running for a position or not. Don't be surprised if the candidate asks, "Do you have any advice for how I could have presented better in my interview?" or "Have you heard anything that might hurt my chances for this position"?

Reality is respected. Remember that of all the generations, Gen X especially does not always trust

Recently Hired

Here are a few of the Don Richard Associates' recent placements:

ACCOUNTING CLERK	\$40,000
ADMIN ASSISTANT	\$25,000
ADMIN ASSISTANT	\$32,000
ADMIN ASSISTANT	\$25,000
BILLING CLERK	\$31,200
BOOKKEEPER	\$33,000
BOOKKEEPER	\$40,000
CONTROLLER	\$84,000



CONTROLLER/ACCT MGR	\$57,200
HR ASSISTANT	\$20,800
HR MANAGER	\$70,000
LEGAL ASSISTANT	\$35,000
PRINT PRESS OPERATOR	\$24,000
PRODUCTION SCHEDULER	\$27,000
PURCHASING SPECIALIST	\$40,000
RECEPTIONIST	\$20,800

authority. You may find candidates who are skeptical of the real picture for the job you are offering. When you can't meet their needs, it is often best to be honest from your initial meetings. After all, the reality is that it is practically impossible to please everyone across four generations now in the workforce.

Many factors play into our personality, values, and how well we will fit into an organization. Most of us do not fit neatly into all of the characteristics of our generation, but understanding generational values, motivations and other characteristics helps recruiters make a positive impression on the very best of the best.

DRA | 25
Don Richard Associates | YEARS

TAP Report Online?

Interested in receiving the TAP Report as an attachment or link via e-mail? If so, please send an email to cowanj@donrichard.com.

Don Richard Associates

Professionalism In Service

Being Responsible-

Professionals are responsible for their actions and their work. They understand their roles and responsibilities and they are accountable for them. They discharge their duties properly, in a timely manner. They are self-starters.

DO:

- Accept responsibility for your actions.
- Be on time.
- Admit your mistakes and learn from them

DON'T:

- Blame others or seek excuses.
- Go back on your word.
- Hide from your mistakes.

C-33250 ADMIN ASST/CUSTOMER SERVICE

Dedicated customer service professional with strong administrative skills. Ready to take your customer service to an all time high. Salary in the \$28,000 range.

C-33280 MEDICAL BILLER

This professional Medical Biller brings over 7 years experience to the table. Committed to accuracy, this is the perfect choice for your billing department. Salary in the \$23,000 range.

C-33128 RECEPTIONIST

Bright and bubbly personality for your front office. Would make a fantastic Director of First Impressions. Brings to the table over 4 years experience and skills in Microsoft Office. Salary in the \$20,000 range.

S-33329 ADMINISTRATIVE ASSISTANT

Experienced professional able to run your office efficiently. Bright presentation with excellent Director of First Impression abilities as well as proficiency in Microsoft Word. Salary in the \$20,000 range.

S-32063 ADMIN/EXECUTIVE ASSISTANT

Talented, professional demeanor. Great computer skills, 10 plus years executive level support experience. This candidate makes an executive proud and his associates envious. Salary in the \$30,000 range.

S-31603 ADMINISTRATIVE & STAFFING

What a great combination! Supports Vice-President's, Director's and lends a hand in recruiting and staffing. Highly skilled, professional assistant who wants to make a contribution to her employer and invest in her career future. Over 5 years at current position, ready for change, challenge and growth. Salary in the \$30,000 range.

S-32655 HUMAN RESOURCES

Eight years experience in the Human Resource field, this candidate also has experience in communications, customer service, marketing, payroll and as a government contractor. Computer skills include Word, Excel, Access, Publisher and PowerPoint. Has been a licensed real estate agent since 2007. Salary in the \$36,000 range.

S-32875 HUMAN RESOURCE ASSISTANT

5 years experience as a Human Resource Assistant in the health care industry. Performed pre-employment drug screenings, processed new hires, scheduled interviews and pre-interview screenings. Highly skilled with Access, Word, Excel and PeopleSoft. Salary in the \$20,000 range.

S-32705 LEASING ADMIN ASSISTANT

8 years of experience working in commercial real estate as Leasing Coordinator, Human Resource Assistant and Administrative Assistant. Working on Bachelor's degree. Has Microsoft Office Suite. Salary in the \$40,000 range.

C-32538 ADMIN/PERSONAL ASSISTANT

Enthusiastic Administrative Assistant/Personal Assistant. Personal Assistant with four years property management experience and three years retail/sales experience. Bright and bubbly and eager to be the perfect assistant. Salary in the \$26,000 range.

C-31713 ADMINISTRATIVE SUPPORT

Don't let this person get away! Well spoken professional looking to add to your organization. Great test scores! Salary in the \$26,000 range.

C-33203 CUSTOMER SERVICE

Seasoned customer service professional experienced in shipping and receiving, banking and transportation. Strong sense of urgency and eager to please your customer. Salary in the \$30,000 range.



S-33243 WORD PROCESSOR

This candidate is typing 90 words per minute and has large law firm experience. Enjoys creating page line documents from depositions, constructing trial binders and transcribing dictation. Can start ASAP! Salary in the \$25,000 range.

S-33258 LEGAL ASSISTANT

Candidate has three years of legal experience with the same litigation firm. Seeking to work closer to Norfolk home. Strong computer skills including phenomenal typing speed of 116 words per minute! Our candidate is well-versed in drafting, revising and filing legal documents and petitions. Call now! Salary in the \$27,000 range.

S-29553 OFFICE MANAGER/EXEC SECRETARY

Committed Executive Secretary/Office Manager with over 15 years experience. Experienced in HR policies corporate training. Highly skilled in Microsoft Office. Salary in the \$38,000 range.

S-33239 EXECUTIVE ASSISTANT

A dynamic candidate who likes to foster teamwork while supporting high-level executives. Stellar computer skills with a BA from the University of Washington. Experience supporting VP's of Sales and Marketing Departments. Salary in the \$40,000 range.

S-33109 EXECUTIVE ASSISTANT

Professional Executive Assistant with over 20 years experience supporting upper level management. Experienced skills in prioritizing, communication and Microsoft Office. Salary in the \$32,000 range.

S-33063 EXECUTIVE ASSISTANT

A true professional with a commitment to dedication her last position was 17 years with the same company. Skilled in a variety of administrative duties. Familiar with government contracts, shipping and receiving. Salary in the \$30,000 range.

S-25092 EXECUTIVE ASSISTANT

Polished and highly skilled candidate has supported several project managers simultaneously! Excellent presentation and communication skills. Great leadership and organizational ability and welcomes a challenging work load! Salary in the \$40,000 range.

S-15854 ADMINISTRATIVE ASSISTANT

Reliable, dependable, and professional! Your office can have it all with this candidate. Excellent computer and administrative skills, as well as entry level accounting experience. Great work ethic. Bring the ideal candidate to your office, call now! Salary in the \$30,000 range.

C-33202 RECEPTIONIST

Professional presentation-fabulous Director of First Impression. With over 4 years experience call today to put the right person in your office. Salary in the \$19,000 range.

S-32536 ADMINISTRATIVE ASSISTANT

Very well rounded Administrative Assistant. Has worked in a variety of industries with a concentration in Education and Government contracting. Strong Excel, Microsoft Office skills with high typing speed. She loves a challenge! Salary in the \$30,000 range.

S-32380 ADMIN ASST/OFFICE MANAGER

10 years of experience as a customer service liaison, senior Administrative Assistant, and coordinating for the manufacturing, real estate development, and multi medic and salon industries. Detail oriented/self-starter who enjoys working with teams as well as individually. Available ASAP! Salary in the \$35,000 range.

A-01454 CONTROLLER/CFO

Controller with CPA, Shipping and Government Contractor industry experience is looking for an executive/senior level accounting position to utilize his proven leadership and management skills. Solid cost accounting, financial analysis, budget, internal controls and strategic planning and GAAP knowledge and experience. Salary in the \$106,000 range.

A-12179 FINANCIAL ANALYST

This professional candidate has over 10 years of experience in accounting, financial analysis, supervising, process improvement and establishing accountability. She is Six Sigma certified and has excellent computer proficiency with financial packages including SAP, PeopleSoft and Great Plains. Salary in the \$61,000 range.

A-33293 CONTROLLER

Achievement-oriented Accounting professional with diverse experience in accounting management seeks a senior-level position with a strong company. Has CPA, public accounting and non-profit experience. Very client-service oriented and takes ownership of his position. Salary in the \$50,000 range.

A-33397 CONTROLLER

Controller with extensive supply chain and manufacturing experience. Results driven with system conversion, ERP, cost accounting, G/L account structure, and budget knowledge. Has AS/400, PeopleSoft, and SAP proficiencies. Salary in the \$96,000 range.

A-00636 ACCOUNTANT

Strong degreed Accountant with extensive G/L accounting experience. Solid understanding of A/P, A/R, bank reconciliations, certified payroll including garnishments and reporting, fixed assets, tax and supervisory experience. Familiar with several accounting softwares including Oracle and JD Edwards. Salary in the \$52,000 range.

M-32587 SR SUBCONTRACTS ADMIN

Senior subcontracts specialist who has been working in Baghdad, Iraq for the past four years seeks a challenging position with a local defense contractor. He has solid operations contract administration, procurement, vendor management and logistics experience. Salary in the \$75,000 range.

A-239 CONTROLLER/CFO

Dynamic accounting executive with CPA and extensive experience within the construction industry. Strong leadership abilities and understands government contracting regulations. Has public accounting experience and solid managerial accounting knowledge. Salary in the \$95,000 range.

B-33228 BOOKKEEPER/OFFICE MANAGER

Strong Bookkeeper and firm administrator with extensive law firm experience is looking for a position to use her accounting and HR knowledge. She has strong supervisory skills and benefit administration. Salary in the \$63,000 range.

A-06748 CPA ACCOUNTANT

Excellent CPA Controller with well-rounded accounting and tax knowledge is looking for a challenging, senior-level position. Knowledgeable in the construction, property management and public accounting industries. Very articulate, professional and dynamic. Salary in the \$75,000 range.

A-12826 ACCOUNTANT/BOOKKEEPER

Committed professional with extensive accounting experience in manufacturing, non-profit, construction/development and property management. Strong working knowledge of multiple computerized accounting systems, spreadsheets and word processing programs. Extensive pre-audit experience. Much more to offer! Call Today. Salary in the \$35,000 range.

A-25645 SENIOR ACCOUNTANT

Experienced accountant who loves forensic accounting and problem solving. Available for a controller or accounting manager position. Strong general ledger, financial analysis and budgeting, internal controls and SOX compliance. Computer proficient with several programs including Oracle Financial. Salary in the \$60,000 range.

A-32902 SENIOR FINANCIAL ANALYST

Accomplished accounting professional with profit and loss, corporate cost accounting, financial analysis and SOX experience looking for a challenging long term position. Has working experience in construction, wholesale, manufacturing and shipping industries. Salary in the \$65,000 range.

A-33531 SENIOR ACCOUNTANT

Strong degreed senior accountant with solid supervisory, SOX, internal controls, general ledger, and tax knowledge. Seeks a challenging opportunity with growth potential. Proven team player, articulate and would be a valuable asset to any company. Salary in the \$50,000 range.

B-33191 ACCOUNTING SPECIALIST

Accounting Specialist with A/P, payroll, and reconciliations is available for a long term, challenging position. This candidate has longevity in her previous positions and a strong work ethic. Salary in the \$35,000 range.

E-32273 A/P - A/R CLERK

Experienced accounting clerk with high volume A/P and A/R and is looking for a stable position with a company that will utilize her knowledge and skills. Strong computer experience with AS400, QuickBooks, PeopleSoft, Cyma and MS Office Suite. Salary in the \$17,000 range.

E-18445 ACCOUNTING SPECIALIST

Knowledgeable accounting and customer service professional available immediately. This candidate has accounts receivable, billing, customer service and payroll experience. Familiar with Deltek, Excel, ADP, QuickBooks and Peachtree. Salary in the \$30,000 range.

E-25546 ACCOUNTING PROFESSIONAL

Experienced accounting, billing, claims and credit professional in search of a long-term position to utilize her outstanding customer service, hard work ethic, and strong computer service. Excellent A/P, A/R, billing, collections, data entry and financial statement knowledge. Salary in the \$41,000 range.

E-32584 ACCOUNTING CLERK

Accounting clerk with well-rounded accounting knowledge looks for a solid position with growth potential. This candidate has payroll, A/R, general ledger, A/P and Human Resources experience. She recently received an Accounting Specialist certificate from TCC and has a BS in Business. Salary in the \$26,000 range.

E-33106 ENTRY-LEVEL ACCOUNTANT

Degreed Accountant with tax preparation experience is looking for an entry-level position to launch his career. Candidate is a proven team player eager to learn and has excellent time management skills. Salary in the \$22,000 range.

E-08938 ACCOUNTING CLERK

This candidate has strong back-office accounting clerk skills to include A/R, A/P and payroll. Industry experience includes Non-profit, Property Management and Manufacturing. Available immediately for temporary or temp-to-hire positions. Salary in the \$35,000 range.

A-17522 ACCOUNTING/TAX/HR

Professional degreed candidate with extensive Accounting, tax, payroll, project management and HR information systems management, is available immediately. Computer proficient in Microsoft Office Suite, PeopleSoft 8.9 HRMS, Kronos, ADP, ReportSmith, Cognos and QuickBooks. Salary in the \$68,000 range.



B-33368 BOOKKEEPER

This experienced Bookkeeper has extensive experience working in the construction industry. Has job costing, A/P, A/R, bank reconciliations, subcontractor billings, insurance, monthly sales tax reports and payroll. Has worked with both QuickBooks and Quicken. Salary in the \$36,000 range.

B-33326 BOOKKEEPER

Applicant has taken numerous accounting and secretarial courses and has 10 years experience with A/P, A/R, bank reconciliations, billing, credit/collections and payroll. Software skills include Adobe, ATB, DOS, Excel, Word, QuickBooks, Windows, On Q, Opera and Profit Manager. Very professional and ready to start today! Salary in the \$22,000 range.

E-33410 ACCOUNTANT

Applicant has extensive experience in A/P, A/R, bank reconciliations, computer conversion, G/L, P/R (300 employees) and trial balance. Software skills include ADP, Aged Trial Balance, Excel, Lotus, MAS 90, Word, Oracle, Outlook, and Quicken. Salary in the \$39,000 range.

C-33436 CLERICAL/RECEPTIONIST

Applicant has extensive customer service experience. Also experienced as an office assistant, data entry, inventory, telemarketing and as a technical writer. Software skills include Access, Adobe, Excel, Outlook, PowerPoint, eSis and Mainframe (QWRS). Salary in the \$24,000 range.

S-33398 LEGAL SECRETARY

Applicant is a well spoken professional with extensive experience in legal, accounting and marketing. With experience in a variety of industries, applicant has excellent software skills that include FrontPage, Great Plains, Kronos, Lexis/Nexis, Publisher, QuickBooks, Quicken, Westlaw and much more! Salary in the \$21,000 range.

E-33395 ACCOUNTANT

Well spoken applicant seeking position as Accounting Assistant. Experienced in A/P, A/R, customer service, data entry, human resources, payroll and purchasing. Software skills include Excel, Lotus, Oracle, Outlook, Publisher, Peachtree, PowerPoint, SAP Systems and Timberline. Salary in the \$27,000 range.

A-33356 SENIOR ACCOUNTANT

Applicant has MS in accounting and is seeking employment opportunities with a large company. Extensive experience in all aspects of accounting. Software skills are also extensive-Drake, Easy Accounting, Lacerte, Peachtree, QuickBooks, Quicken, Microsoft Money, Word, Excel, Publisher, PowerPoint and WordPerfect. Salary in the \$48,000 range.

A-33167 CONTROLLER

Very experienced Controller seeking a position in the accounting field. Experienced in A/P, A/R, accounting manager, bank reconciliations, full charge bookkeeper, general ledger, internal audit, investments, payroll, staff accountant and supervisory experience. Software skills include Excel, Word, and PeopleSoft. Salary in the \$60,000 range.

A-33348 ACCOUNTANT

Applicant has Bachelor's in accounting and is seeking a position in the same field. Experienced in A/P, bank reconciliations, customer service, financial statements, fixed assets, G/L, staff accountant and tax preparation. Software skills include Access, AS/400, Excel, Word, PeopleSoft and PowerPoint. Salary in the \$44,000 range.

C-33452 OFFICE CLERK

This applicant is in her second year of college and has worked a part-time position while doing so. She is very bright and wants to pursue a degree in accounting. Bright, energetic and eager to start work in an environment that will enhance her studies in accounting. Salary in the \$17,000 range.

E-33428 ACCOUNTING ASSISTANT

Applicant has Associate's degree in business management and is seeking a position as an Accounting Assistant. Experienced in A/P, A/R, customer service, G/L, inventory and payroll. Software skills include Access, ADP, Excel, Lotus Notes, Word, Oracle, PowerPoint, WordPerfect and Timesaver. Great candidate! Salary in the \$29,000 range.

S-33451 OFFICE MANAGER

This talented office manager did it all; answered the phones, scheduled clients, created work orders, dispatched technicians, handled accounts payables and receivables, collections, payroll, budgeting, and record keeping. Has worked with QuickBooks Pro extensively. Salary range in the \$25,000 range.

S-33446 ADMINISTRATIVE ASSISTANT

Talented admin professional who brings excellent computer skills to include Excel, Lotus, Word, Outlook, PowerPoint, QuickBooks, TimeSlips, Windows and WordPerfect. Has worked both in a distribution and manufacturing environment. Extremely well spoken and available immediately! Salary in the \$24,000 range.

P-33445 PARALEGAL

New to area! This bright paralegal just relocated from New York and ready to apply his solid litigation skills and knowledge in the Peninsula market. Excellent computer skills to include Word, Excel, Access, Adobe, Lexis/Nexis, Lotus, Outlook, Quattro Pro, Summation Blaze, Westlaw and WordPerfect. Salary in the \$40,000 range.

S-33409 OFFICE MANAGER

Applicant is extremely professional and well spoken. Extensive experience in administration and A/P, A/R, benefits admin, billing, budgeting, cost accounting, financial statements, G/L, marketing, P/R (241 emp), and medical reimbursements. Software skills include AS/400, Kronos, Lotus, Word, Quattro Pro and SAP. Salary in the \$37,000 range.

E-33428 ACCOUNTING ASSISTANT

Applicant has good experience as a compensation and benefits coordinator. Also experienced in A/P, A/R, bank reconciliations, billing, computer conversion, dictaphone, fund accounting, marketing, network/systems admin and payroll. Software skills include AS/400, Excel, FrontPage, Kronos, PeopleSoft and QuickBooks. Call today! Salary in the \$33,000 range.

S-33449 ADMINISTRATIVE ASSISTANT

This self-starter has excellent leadership skills and works well under pressure. Software knowledge includes Access, Excel, Lotus, Word, Outlook, Peachtree, PowerPoint, TimeSlips, Windows and WordPerfect. Salary in the \$25,000 range.

S-33439 LEGAL SECRETARY

Applicant provided litigation support to busy attorney. Responsibilities included preparing pleadings, maintaining calendars, corresponding with court personnel, as well as providing administrative support. Software knowledge includes Word, WordPerfect, Excel, Needles and Lexis/Nexis. Salary in the \$20,000 range.

MR-33443 HUMAN RESOURCES SPECIALIST

This bright applicant worked with human resources while in the military and then transitioned into the civilian sector practicing the same. Extremely knowledgeable of the hiring process, working with benefits administration, as well as resolving complex issues. Salary in the \$25,000 range.



Feedback from the Field

Recent Temps of the Month

Congratulations to all of our recent temps of the month! Each candidate was nominated for their hard work and dedication.

December

Catherine Stewart, A/P Clerk

January

Corey Selecky, Repo Clerk

February

Yolanda Anderson, Assistant Bookkeeper



Recent Perfect Evaluations

Perfect Evaluations have received “**Excellent**” in the following areas:

- Quality of work
- Following directions
- Dependability
- Attendance
- Technical ability
- Professionalism
- Appearance
- Overall performance

Anna Robertus
Administrative Assistant

Jamie Lyn Vanek
Receptionist

Wendy Nemetz
Receptionist

Valerie Hopkins
Receptionist

Shelby Cullom
Receptionist

Barbara Smith
Office Assistant

Melodie Dunford
Receptionist

Samuel I White, P.C.

Attorneys at Law

Samuel I. White, P.C. has been representing the interests of secured creditors for over 50 years. Family owned and operated, **Samuel I. White, P.C.** now services loans throughout the states of Virginia, Maryland, Washington DC, and West Virginia with 21 attorneys and support staff of over 100 legal assistants. Samuel I White’s approach to covering these jurisdictions is unique in this region: they maintain fully staffed offices in the major population centers: Virginia Beach, Richmond, Alexandria, VA and Morgantown and Charleston, West Virginia, each within minutes of all the major bankruptcy filing districts in the Eastern District of Virginia, Maryland and West Virginia. With another office planned for the western part of the region, **Samuel I. White, P.C.** will provide a level of coverage which no other firm can match. **Samuel I. White, P.C.** does their own work and makes their own appearances on all foreclosures and bankruptcies, consistently meeting or exceeding all investor guidelines. In addition to default services and Real Estate settlements, SIWPC offers all title services for the state of Virginia through Top Notch Title, LLC, which consistently provides turn times among the fastest in the state.

In 2000, **Samuel I White, P.C.** was designated by Freddie Mac to handle their loans on a cradle to grave basis throughout the state of Virginia. The firm is also an original member of the United States Foreclosure Network, a group of law firms committed to providing the superior service demanded by lenders who service defaulted loans.

To learn more information about Samuel I. White, P.C. Attorneys at Law please visit www.siwpc.net

MISSION STATEMENT

Our mission is to provide qualified career professionals for direct-hire and temporary positions. We specialize in accounting, office support, human resources, engineering, and information technology positions. We do this by networking, recruiting, screening, interviewing, and testing potential candidates.

SOUTHSIDE

6350 Center Dr., Ste 112

Norfolk, VA 23502

757-518-8600

E-mail: southside@donrichard.com

PENINSULA

739 Thimble Shoals Blvd., Suite 1011-C

Newport News, VA 23606

757-873-0447

E-mail: peninsula@donrichard.com

In This Issue...

Successful Recruiting Today..., Southside & Peninsula Profiles and much more

TAP trivia

Win Two Movie Gift Certificates!!

SPRING TRIVIA QUESTION

Dr. Mary Edwards Walker was the first woman to receive what congressional award?

Respond no later than May 1, 2008. We will notify the winner and deliver the prize. Only complete entry forms will be eligible. Previous winners are ineligible for one year. Please, only one entry per person. Copies are acceptable.

E-mail to: trivia@donrichard.com or Fax to 757-518-9436

Previous TAP Trivia Question:

What candy bar was included in U.S. soldiers' rations during World War II?

Answer:

Heath Bar

Trivia Answer:

Entrant's Name:

Employer:

Title:

Daytime Phone:

Daytime Address:

Email Address: