

WOMEN'S INITIATIVE SPEAKER SERIES



▶ *what:* Bimonthly speaker series and networking, hosted by the Middlesex United Way Women's Initiative

▶ *featuring:* Randi Frank, "Insider tips: Job Search and Recruitment"

▶ *when:* Sept. 24, 2014 • 8-9 a.m. (Optional resume review session to follow) • Light breakfast will be served

▶ *where:* Water's Edge Center for Health and Rehabilitation
111 Church St., Middletown

▶ *suggested donation:* \$5 to benefit the work of the Middlesex United Way Women's Initiative, a group of caring volunteers and professionals, uniting to create opportunities for a better life for women and children in Middlesex County.

▶ *more info:*
middlesexunitedway.org/wi

▶ *rsvp:* (860) 346-8695 or
kati.hensel@middlesexunitedway.org

Special thanks to Water's Edge for hosting this series!

Insider tips: Job search and recruitment

Need to find a job or career? Need to find that next great employee? Looking for a promotion? Come learn about the recruitment process from the employee or manager's perspective! Get tips on resumes, interviewing and the recruitment process.

Ms. Randi Frank, MPA Randi Frank Consulting, LLC

Randi has 14 years as a Human Resource Consultant and Certified Woman Owned business in Connecticut and more than 20 years of successful experience as a manager and administrator with various local governments in several capacities, including: Human Resources Manager and Assistant Town Manager.

Some of the services she provides include:

- Executive Searches
- Preparing job descriptions
- Conducting recruitment and testing
- Preparing or revising personnel policies



Randi Frank, MPA

After reading thousands of resumes during her career, Randi Frank is an excellent choice to answer your questions about the recruitment process from the employee or manager's perspective.

Special Opportunity: Resume Review

Randi will remain after the event for one-on-one resume feedback sessions. Email kati.hensel@middlesexunitedway.org to hold your 10-minute spot. Limited to the first five to respond.

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Middlesex United Way

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The Women's Initiative

