

December 2010

# CANDIDATE PROFILES

A cross section of our current applicants

The **[H]** adden Group

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The **[H]** adden Group

2451 Atrium Way  
Nashville, TN 37214

## LEGAL

### TA 1 - Legal Secretary 35K

With a 3.4 GPA and a degree from Sewanee, this legal secretary will not only handle the front desk, but also help you with transcribing legal notes, data entry, handle confidential documents, draft subpoenas, and provide paralegal support to attorneys in healthcare, litigation and labor/employment practice groups. If you want someone to come in and hit the ground running, this is your star candidate! Having worked for a great law firm in Washington, DC this superstar has started out her career on the right path...seeking a new and challenging work environment in the Nashville area and ready to start ASAP!

### TA 2- Commercial Real Estate Secretary / Paralegal 50K

Typing 90 words per minute should tell you how fast and efficient this real estate paralegal is! With more than eight years experience, this candidate has handled it all... from due diligence research, assisting in real estate transaction closings, and specializing in areas such as domestic law, workers' compensation, personal injury, corporate and estate and real estate this candidate will take your office to a whole new level. An expert at composing, proofreading as well as commercial loan and leasing documents!

### TA 3 - Civil Law Paralegal 35K

With a BS in Political Science and a minor in Paralegal studies from MTSU, this legal assistant will come in and handle all of your research, filing, drafting, phone duties and much more with the greatest of ease. This candidate assisted in civil suits, fraud investigations, criminal cases, and government services. Super polished and hard working is how I describe this legal admin! If you need someone who can handle a heavy workload, fast paced environment and confidential legal documents, this is your go to person! You will make other law firms jealous with this employee because this candidate will revamp your filing system and have you organized in no time.

### DJ 4 - Legal Office Assistant and Accountant 60K

With a 3.65 GPA from University of North Alabama, this scholar can wear many different hats in your office. With a knack for accounting principles and legal office administration, this candidate can handle many different roles. Sharply dressed she will impress your clients with a permanent smile and a terrific attitude each day. Extensive experience in billings, receivables, payables, collections, preparing legal documents, conducting legal research, staffing personnel and office administrative work; a team player who will hit the ground running in your office. While typing 75 WPM and having a vast knowledge of software in Peachtree, DARTS, RadConnect, OnBase, Bill-Form and QuickBooks this candidate is definitely a steal!

## ACCOUNTING

### DJ 5 - Staff Accountant 30K

Not just a bean counter, this accountant comes with three years experience and a great personality! Very sharp with a four year Bachelor of Science degree in Accounting from Macon State College and a minor in Information Technology. Exceptional computer skills include MS Office, Peachtree, Eclipse, Quick-Books, TimePlus and Taxwise. Experience includes processing payroll, general ledger, Federal and State tax processing, AP/AR. Let this detailed, number cruncher clean up your books!

### DJ 6 - Auditor/Accountant 40K

If you are looking for a seasoned CPA who independently saved a Fortune 100 company \$650,000 in an audit which could have run up into the millions had it been left undetected, this is your next accountant! This graduate of University of Memphis, with a 3.49 GPA, independently created the General Ledger that was then put in place by the VP. With fourteen years loyalty to this Fortune 100 Company, and much success under their belt, this candidate is seeking the right fit over high compensation. Excellent communication skills combined with exceptional professionalism makes this candidate an extraordinary asset to any organization.

### DJ 7 - Bookkeeper/Accountant 43K

A/P, A/R, financial reporting, journal entries, sales tax preparation and balance sheet reconciliation are only a few of the things this wiz can do! If you're looking for a detail oriented person that thrives on being accurate and precise, this is the candidate for your company. You will rest easy knowing that your books will be in the hands of a superstar. With a BS in accounting from Lipscomb University, this analytical and accomplished accountant can make a huge impact on the efficiency and accuracy of your company's productivity. A strong combination of software knowledge and excellent leadership skills, this professional will be a wonderful addition to your team!

### DJ 8 - Accounts Receivable Manager 40K

With sixteen years of experience in Reimbursement within the Healthcare Industry, this AR Manager oversaw \$10,000,000 plus in monthly Medicare, SNF, Hospice and DMERC Billing. In one role they averaged monthly revenue of \$2.5 million. This professional is an expert in all areas of AR and can handle all aspects of the job. Proficient in Microsoft programs and Lotus, you will get your money's worth with this go-getter!

### TA 9 - Payroll Specialist 50K

Eleven years of hands on payroll experience processing payroll for 2000 plus employees. This payroll professional also has benefits experience and is a CPP. Currently at a globally recognized company, a dedicated employee with excellent computer skills, wonderful references and a great work ethic. An expert with multi state taxes, reconciliation of payroll deductions and payroll reports. This detail oriented person can shape up your payroll/AP books with a quick two week notice. You better make a move on this one before tax season rolls around the corner!

### DJ 10 - Controller 55K

This Summa cum Laude has a degree in Accounting; and has experience as a Controller, Accountant and Manager. With 15 years background in various fields, such as finance, heavy machinery and construction and development, this person also has extensive software knowledge, including MasterBuilder, Propertyware, CoralPerfect, Lotus 123, ProCent and Adobe Professional. Experience includes but is not limited to being responsible for developing accounting procedures, producing monthly financial statements, inventory control, account reconciliations and managing accounting staffs. A real hands-on accountant!

### DJ 11 - CPA 75K

With a Masters Degree and 3.9 GPA from Belmont University, this ambitious CPA has worked at highly respected firms as a Sr. Accountant and International Senior Coordinator. Seeking a new challenge with room to grow, highly motivated and polished, they also bring with them a strong background in Human Resources and work in industries such as healthcare, manufacturing, construction and not-for-profit. Well rounded, this CPA is a past board member and property chair for Park Center (a non-profit) and a graduate of Young Leasers of Nashville. Available immediately.

## SALES

### SS 12 - Inside Sales Rep 25K Base

Need someone to research, cold call, get past the gatekeeper? With two years experience and a graduate from University of Tennessee, this candidate has effective phone skills and a professional attitude eager to learn your business from the ground up. Highly motivated sales rep skilled at asking the right questions and opening doors to the prospect. Getting past the objections and providing exceptional customer service; you will feel comfortable handing over those cold calls and warm leads!

### SS 13 - Outside Sales Rep 25K Base

This top notch sales representative has over five years sales experience, continues to creatively up sell clients while consistently meeting quarterly sales goals. Increasing sales year over year by 108%. Let this polished sales professional build and manage your sales pipeline for the future success of your company. Coachable with a passion to learn and be challenged, this person will be your "Go To" Rep and become a great influence for a spirited team!

### SS 14 - Account Manager Sales 30K Base

This experienced relationship sales candidate can represent your company and products with great enthusiasm and rapport. One of a kind she could sell ice to an igloo owner! Increasing store sales by 150% annually in the challenging construction market, while continuing to generate new contracts and product sales. This multi-talented Account Manager has a creative flare for showroom management and the style it takes to provide incredible customer service and contract management. The motivation and professionalism is reflected in the very loyal customer base that has been maintained. Bringing a Northeastern State University OK style to Nashville, you get an employee who is teachable and coachable and is ready for a change and new challenge.

### SS 15 - Consumer Products Sales Professional 40k + commission

A seasoned sales and marketing professional who has 20 plus years with the same company. This loyal candidate has learned the industry from the ground up. Experienced in leadership, brand management as well as key account and team building. A very loyal account manager that led a sales team and total product portfolio to generating over \$129 million in annual sales. This long range planner and developer can take your product, service and team to the next level! Your small, medium or large corporation will benefit from the product positioning experience. Available due to company buyout and willing to travel!

### SS 16 - Program Manager Supervisor 40K

If you are looking for an enthusiastic project manager supervisor that is results-oriented with exceptional organizational skills and who can handle relationships with your high profile clients, this is your next addition to your team! With several years experience in marketing and event planning this individual has organized regional and national programs providing personal account support to 4,000 program participants while leading an initiative with the IT department converting a manual to automated process. With a BA in Marketing from Western Michigan University that is ready to jump on board to become an asset to your team and company.

### SS 17 - Business Solutions Sales 40K Base

A senior results driven sales account manager who has been recognized as a top leader in the company. This candidate has been recognized for dependability, quality and accountability in solution selling and delivering. Recipient of the top company performance award as well as Attainment Award for First Half of year, achieving 199% of goal and has received top awards for Northeast Territory and the MVP within the company. Don't let this Bowling Green State University Graduate get away! With extensive sales training and a commitment to win, they will be a huge asset for your company!

### SS 18 - Insurance/Financial Services Sales 50K Base

Wow! Want to see lightening speed growth to your business? Hire this University of Tennessee Cum Laude Graduate in Communications and Business Administration, with more than six years success in sales and public relations. Combined with an entrepreneurial spirit and national sales training, this accomplished visionary has successfully built a \$700,000 agency organically in just a few years. Accomplishments are reflected with national achievement recognition. Having multiple insurance licenses and certifications along with Series 6 and 63, this candidate shows up with excellent character and work ethics. Available to join your team and start the new year off with immediate success!

### SS 19 - National Sales Manager 70k

Versatile Sales and Operations Executive with more than seven years experience successfully managing personnel for startup companies and established Fortune 500 clients on local, regional and national levels. High energy and hands on management style with an impressive record and recognition in recruiting, training and motivating sales teams and leadership executives. This phenomenal sales leader earned top sales awards on a national level and graduated with a BA in Marketing while on a baseball scholarship.

**TA 27 - CFO 100K**

CPA, CMA, CIA, MBA... enough said! This experienced professional can do it all! 15 years of loyalty to one company and 13 years at another shows an A+ work ethic with superior leadership qualities. An entrepreneurial spirit and hard worker is what you'll get with this incredibly experienced accounting wiz! Strategic planning, sales, marketing, manufacturing, finance, accounting, information technology and business development are all bonus points when you hire this candidate. At a low price, this will be money well spent!

**SS 28 - Customer Service Manager 75K**

With an MBA from Virginia Commonwealth University and BS from Mary Baldwin College, this dynamic customer service manager brings 15 plus years experience in managing on-site and satellite serviced centers in a retail and agriculture based industry. This candidate has successfully and effectively merged three separate service centers into one operating unit, implemented a \$90K company system upgrade. With exceptional customer relations and management style, this focus driven customer service manager can provide organizational leadership towards company goals! Interview this candidate now while they are relocating family to Nashville.

**TA 29 - HR Recruiter 60K**

More than 13 years experience in HR at a globally recognized company, this candidate will knock your socks off with the wealth of knowledge and professionalism. HR laws, payroll and recruitment are their specialties... If you want someone who can come in and take over without needing to be micromanaged, this is the person for you!

**DJ 30 - Recruiter/ HR 50K**

A tenacious Recruiter with references to impress! Past employers agree that this recruiter is not afraid of hearing "no" but rather turns each "no" into a "yes!" Noted for being the most efficient Recruiter of a staff of 14 and leading the pack each month in placed candidates, this professional was is well respected and liked by colleagues. In less than a year, they successfully built over 25% of a top healthcare company network, negotiated Medicare, Medicaid, and Commercial contracts with provider groups and providers and worked with Provider Relations for over 3000 providers in the middle TN area. If you want your staff to be in the top 5% you have to have this Recruiter.

**SS 31 - Sponsorship Marketing and Event Planner 60K**

Seeking an energetic, creative, highly motivated and well connected individual to spearhead your corporate relationships? Look no further! This professional has a track record for success in sponsorship marketing, public relations, and event production. Project focused with an incredible reputation for successfully matching people, resources and sponsors to achieve results. You have most likely attended one of the many events or fund raisers created by this pro! Created and raised hundreds of thousands of dollars for international and national campaigns such as "Positively Pink". By adding this individual to your team you are sure to secure new corporate partnerships as well as retain and grow current team partnerships with style!

**SS 32 - Marketing Communications Director 75K**

An award winning nationally recognized Communications and Marketing guru is seeking a spot with your company. This brilliant and talented professional comes with more than 20 years of exceptional experience working with Fortune 500 companies to mom and pops. A genius in getting your company recognized and in growth mode. Outstanding references from past employers and clients. Specialized in public relations, marketing, and branding projects, this creative talent has worked with Healthcare, entertainment, construction, financial institutions and museums. A Graduate of University of Alabama in journalism and is available immediately. Polished articulate, this professional will get you noticed!

**TA 33 -Network Engineer and IT Specialist - 53K**

Cisco and A+ Certified information technician with an incredible knowledge of computer software and database systems including Linux, OS X, Cisco IOS, Avaya IOS, VL, VPN, TCP/IP, Subnetting, Frame Relay, EIGRP, OSPF, STP, VTP, and the list goes on and on! Key skills include core installation, configuration, LAN configuration, system monitoring, routing/switching, visual basic and HTML and active directory, novel console one. Don't hesitate on this one...you can leave it to this candidate to take over all IT operations plus more! Open to travel and seeking a full time position ASAP!

**DJ 34 - Project Manager 50K**

For the last 11 years, this Project Manager, ran all communications for the state of TN for a major computer company and is seeking the next challenge! With a Level One Computer Certificate Program degree from MTSU, this candidate is efficient in Microsoft: Visio, Publisher, Project, Outlook, Office, Excel, Access, Word perfect, and is a Notary Public at Large. With experience as an Administrative Analyst, Project Manager Senior Analyst in Talent Acquisition, Managed Services and Technical Support, this highly motivated team player hits the ground running wherever she lands. Available with a two weeks notice!!

**SS 35 - Program Manager Supervisor 40K**

If you are looking for an enthusiastic project manager supervisor who is results oriented with exceptional organizational skills and can handle relationships with your high profile clients, this is your newest addition to your team! With several years experience in marketing and event planning this individual has organized regional and national programs providing personal account support to 4,000 program participants while leading an initiative with the IT department converting a manual to automated process. BA in Marketing from Western Michigan University this professional is ready to jump on board to become an asset to your team and company.

**DJ 36 - Bilingual Human Resources Manager 36K**

A bilingual Human Resources Manager looking for an opportunity to utilize their fluency in Spanish. With a proven history of working effectively in various fields such as entertainment, food manufacturing, global consulting, and the banking industry, this H.R Manager is well rounded and versatile. Proficient in HRIS, CICS, GUI, BVO and Microsoft software and available immediately for a great price!

**TA 37 - Property Manager 35K**

From the smallest detail to the biggest projects, this property manager is sure to cover all the bases. With a 3.3 GPA from Lipscomb University and over six years experience, they will knock your socks off! They can handle everything from the front desk duties to accounts receivables, detail oriented and eager to find a company to share innovative ideas with.



**Putting people in their place**

**If you would like to receive this list digitally please send us a request to:**

**chadden@thinkingahead.com**

**TA 20 - Operating Room Supervisor 90K**

This Certified Nurse (AORN & CNOR) and Director of surgical services can handle anything you hand over. A professional with a super attitude and energetic passion for the healthcare industry, you will be wishing you hired this person years ago! More than 10 years experience in surgery or supervisory roles she has had many roles such as education coordinator, director of surgical services, staff nurse, clinical coordinator of orthopedics and charge nurse. Her experience has helped her manage and cope with a very busy and hectic work environment, which has taught her to multi-task and stay on top of priorities. Additionally, you get someone who is an excellent communicator with patients, families, physicians and staff! You better move quickly because this candidate will be hired fast!

**DJ 21 - Healthcare Revenue Manager 135K**

Knowledgeable manager who can step in with assurance. Progressive levels of responsibility for Publicly-traded companies from Regional VP managing multiple districts to servicing large hospital accounts. Impressive resume of sales awards and specialty in promoting revenue solutions. Unique knowledge of healthcare institutions, medical products and purchasing leads to his strategic approach to solving problems and developing business. Experienced in electronic data interchange and healthcare information systems. This stellar candidate worked with EDI throughout the Central, Midwest and Northeast US. Great troubleshooter to clean up accounts!

**TA 22 - RN 55K**

Nineteen years experience includes three years as a staff nurse with a Hospital, three years as an RN for a private Orthopedic / Neurology Doctor and now an Emergency Room RN. This well trained caring medical professional is seeking a position with your practice!

**DJ 23 - LPN 35K**

You would think this LPN had a second degree in Public Relations. A wonderful bed side manner has made this LPN a favorite in the office. Five years hands-on experience working in a medical center assessing patients, administering medicines and treating wounds and diseases. Available with a two week notice!

**TA 24 - Medical Biller / Coder \$14 hourly**

A certified medical coder with more than five years as a medical biller/coder. Uses CMS1500 and UB92 forms to submit claims and verify and ensure the doctors use the correct codes and adds modifiers when necessary. Has posted EOB and AR reports. Currently discusses cases with physicians and other health professionals to prepare comprehensive patient care plan. Proficient in CPT, ICD-9, HCPCS, CMS1500, UB92, Medisoft and 10 key. Organize your billing system with the help of this keen eye.

**TA 25 - Medical Data Entry 28K**

With a medical billing and coding diploma from National College of Business and Technology this candidate will dot every I and cross every T! Four years experience with medical records and front desk administration, this recent graduate will impress you with their self motivated attitude and accuracy with details. Three years experience in ICD-9 and CPT codes are two bonus points you get when hiring this one! Whether you need a front desk admin or a medical receptionist who knows coding, this candidate is a steal at this salary!

**TA 26 - Medical Claims Analyst 30K**

This delightful person is currently working for a healthcare company analyzing claims and contracts to confirm that billings are correctly executed and paid. Additional responsibilities include review coding and related billings on multiple computer screens. This detailed team player holds a BS from the University of Central Florida with a 3.9GPA. This will be the best 30K investment you have made in a while!



Carolyn Hadden  
[chadden@thinkingahead.com](mailto:chadden@thinkingahead.com)

Check out our latest sampling of candidates and let us help your company connect with carefully prescreened and qualified people looking for just what you have to offer. If you would like more information about any of these people or want to discuss any other current or potential personnel needs, our recruiters will be happy to help you.

We are ringing in the New Year with some exciting news and just a sampling of our quality candidates.

We are offering a \$500 discount through the month of December to the first 10 Clients who book a New Job Order with the Hadden Group

The Hadden Group and Southwestern Business Resources, Inc. have recently joined forces and will be taking the recruiting market by storm. It was kismet that the Hadden Group was able to join SBR; both leaders in the Executive Search and Placement industry. Carl Roberts, President of SBR a national and international Executive Search Firm and Carolyn Hadden have known and respected each other in the field for over 20 years. The Hadden Group, a division of Southwestern Business Resources, Inc. is now able to offer a broader array of services to Nashville market placing the highest quality candidates with their clients. You can count on the same boutique service you have come to expect.

Call us to find out!

The Hadden Group  
*a division of Southwestern Business Resources, Inc*  
(615) 316-7080  
[chadden@thinkingahead.com](mailto:chadden@thinkingahead.com)

## CLERICAL

## SPECIALIZED SECRETARIES

### TA 38 – Office Assistant 28K

This creative energetic candidate worked her way through college and managed to maintain above a 3.0 GPA. Types 65 WPM and is proficient in MS Excel, PowerPoint, Word, Outlook and Adobe. Office experience includes screening and directing busy phone lines, typing, filing, research, maintaining website, calendar and office schedule, coordinating travel and meetings and handling marketing projects. A recent graduate, she has their sleeves rolled up and ready to learn your business from the ground up! Always optimistic and upbeat with a permanent smile makes this hard worker a huge asset to your company... Able to start immediately!

### TA 39 – Career Receptionist 35K

Seeking a permanent front desk position with a company that is in need of a multi-tasker with a great attitude! With many years of experience and a warm smile this candidate will make your guests feel welcome and invited into your office doors. Lots of administrative and office management experience, you will be getting a lot of bang for your buck. Nine years at the last company and eager to find a place to stay long term, this office admin has experience as an executive assistant to a CEO, HR duties, accounts payable and banking administrative duties. She will be a great asset to your company and is ready to be the face of your company for the next 15 years.

### TA 40 – Administrative Assistant -33K

Upbeat and positive, eager to find a company to permanently call home! Having obtained a degree in Marketing and Behavioral Science from University of Memphis. A dynamic candidate, she has knowledge in various genres such as Finance, Marketing and Human Resources. A proud Pi Beta Phi alum and loves to help out in the community. She creates eye-catching marketing materials, excel spreadsheets, writing business plans, HR recruiting and can handle all administrative duties around the office. At a low price, you will feel like you struck gold with this one! Trust me... she won't be on the market much longer!

### TA 41 – Executive Assistant 42K

Career executive assistant has been supporting high level executives for 10 plus years and is currently supporting two extremely busy Sr. Vice Presidents. Hard working professional managed to keep the bosses organized while getting a BS with a 3.7 GPA. Current responsibilities are composing and typing proposals, contracts and presentations, maintaining calendars, coordinating travel and meetings. Her current employer will be relocating out of state and this candidate is seeking a new place to grow with. Keep your team organized with this A+ executive assistant! This person is FABULOUS!!

### DJ 42 - Senior Executive Assistant in Healthcare 45K

Without hesitation, you can turn your office over to this confident Senior Executive Assistant. With seven years in Healthcare at a Fortune 500 company, such a stand out professional she will be an excellent face to your clients. Possesses the experience, know how and self discipline to get any job done well while remaining calm and professional. Types 70 words per minute, also has additional experience as a Project Coordinator and phenomenal computer skills has given them the polish it takes to be an excellent, well-rounded right hand for even the busiest and most demanding executive.

### TA 43 - Venture Capital Executive Assistant 40K

Professional executive assistant. She has the backbone to handle any job that is thrown her way! Seven years of helping three CEO's, Five Paralegals and Two Attorneys has enabled this candidate to multi task and gain valuable experience in the industry. Scheduling, calendar maintenance, event planning, phone duties, front desk, payroll, real estate/construction transactions, customer service, managing 300 corporate credit cards, marketing duties are only a few of the many duties this person can handle with a SMILE!

### TA 44 - Executive Assistant to President and CFO 42K

Nine years of loyalty with the same company and over 10 years experience in administrative work including executive assistant duties to a President and CFO makes this one of our top candidates. She has been responsible for extensive travel arrangements, scheduling meetings and conferences, spread sheets, PowerPoint presentations, and board meetings. She handled highly confidential information and reports with the utmost integrity. A creative pro and is also very experienced with marketing materials and has a proven track record as a team player, problem solver and multi-tasker. Experience in Visio, Photoshop, Adobe, and Timberline software helps her to stand out amongst many administrators in this field. She will enhance your work environment and create a team spirit with high productivity.

### DJ 45 - Office Manager 45K

A 4.0 GPA graduate of Branel College with a Computer Accounting Certificate and an Administration degree as well, this Office Manager/ Controller has 20 years experience in the automotive industry. Efficient in Microsoft software and Reynolds, this experienced accountant has a track record of accuracy and efficiency. If you are seeking an individual who can perform all financial activities including profit and loss statements, payroll and taxes, and successfully interact with clients and vendors, this is your person.

### TA 46 - Construction Receptionist 35K

This specialized receptionist will have you saying, "What a great hire!" Working for a prestigious construction company, able handle any task that comes their way. A candidate that can handle 16 lines on a switchboard, types 60 WPM, manages websites, tracks employee timesheets and vacation days, schedules meetings, sets up events, handles confidential mail, and the list goes on and on... Willing to go the extra, this candidate will not let you down.