

SHEPHERD OF THE HILLS

“AUSTIN EMPLOYMENT GROUP” PEOPLE SEEKING EMPLOYMENT



Several members of the new Shepherd of the Hills ministry, the Austin Employment Group [AEG], are members of our church or have strong ties to it. Below are some “ads” describing what sort of work they seek. If you think you can help or know someone who can, please contact Donna Herschleb [dherschleb@austin.rr.com, 512-343-2506] and she will pass the information along to the appropriate person. Thank you for any help you can give our attendees.

- ❖ Among the members of AEG, we have a friendly, personable computer programmer who took early retirement wishes to pursue part-time or full-time employment as an Administrative Assistant. Five years' experience in clerical work, including supervision of other clerical workers. Certified by Microsoft as an Office Specialist, with expertise in Word, Excel and Outlook. Typing speed: 57 wpm. Excellent skills in writing (minored in English) and internet research. Considered by former supervisors and coworkers to be a well-organized, flexible, detail-oriented team player who can work with people of all organizational levels and educational and socioeconomic backgrounds. Commended for ability to put people at ease and recognized for dedication to the mission and for a genuinely helpful and compassionate nature extended to customers and coworkers alike.
- ❖ Need some help? My passion is helping people, but my training is in customer service, accounts payable, and accounts receivables. I am available for part-time, temporary or if the right position comes along, full-time basis. Until then, if you need someone to help you get to appointments, check on a loved one, shopping, errands, address Christmas cards, want to go to a movie or out to dinner, but don't want to go by yourself. Just let me know.
- ❖ Another member is a Senior Administrative Assistant who has many years experience supporting managers, coordinating projects, researching, organizing, and sharing information. I also have a strong command of various software including MS-Office and am looking for full-time weekday work.
- ❖ Senior PCB Designer with experience ranging from soldering to designing high-speed HDI printed circuit boards in high volume manufacturing environments. Proven ability to manage projects for outside design services. Very adept and efficient at completing analog, digital and mixed mode designs. Able to read and understand electrical, mechanical & technical documentation. Developed and documented design process flow for design group and managed integrity of group CAD schematic and part libraries with checking procedures.
- ❖ There is a member of the congregation that is new to the Austin area and is searching for a full time position in the supply chain or logistics fields, especially import/export compliance. This person holds a Master's degree, is fluent in Spanish, is a very capable presenter, and is also skilled in the Microsoft office suite. Willing to start out at an entry or mid level position.
- ❖ Another member is looking for a job that utilizes her background as a trainer and supervisor for communication or business service companies. Inbound or outbound calling. Sales or customer service. She was a new hire classroom trainer for a Fortune 500 company for 10 years. For the last two years, she was a distance learning WebEx trainer for a business information company. Also did account management using CRM's (Customer Relationship Management Systems). Has done performance reviews and payroll for up to 25 people. Can also do administrative work myself or work the phones. A city, state, or federal job would be great or private business as well.
- ❖ Have you been wanting to make some changes in your home? With 30+ years of home building experience, I offer you the knowledge and quality that it takes. Whether is a bathroom, kitchen, any room, or the whole house, I am happy to meet with you and discuss options and give you a bid on the project. References available.