



301 Clematis Street, Suite 3000, West Palm Beach, FL 33401  
Ph: 561-712-0307 Fax: 888-530-7971

March 3, 2021

Alachua County Board of County Commissioners

To Whom It May Concern:

Precision Staffing, Inc. doing business as (DBA) AP Recruiters & Associates with extensive staffing experience in Florida since 2007 can provide excellent service to Alachua County in recruiting, retaining and managing the positions identified in RFP 22-21 Annual Temporary Personnel Services.

**Mailing & Physical Address:** 301 Clematis Street, Suite 3000, West Palm Beach, FL 33401

**Name of Main Point of Contact: Ron Carryl - President**

Alternate Point of Contact: Alexis Carryl, Senior Manager

<b>Telephone Number:</b> 561-712-0307	<b>Fax Number:</b> 888-530-7971	<b>Email Address:</b> Ron@APrecruiters.com
--	---------------------------------	---

**AP Recruiters & Associates** have thoroughly reviewed **RFP 22-21 Annual Temporary Personnel Services - REQUEST FOR PROPOSALS FOR TEMPORARY EMPLOYMENT SERVICES**. We recognize our responsibility for the tasks, activities, and deliverables described therein and have fully informed ourselves of all relevant factors affecting accomplishment of the tasks, activities, and deliverables.

We agree to be fully accountable for the performance thereof. We have demonstrated 12+ years of experience in providing employment services for the positions.

Our team has experience in:

- Effectively onboarding temporary staff on an as needed basis.
- Placing qualified and competent temporary staff to complete the necessary work
- Sourcing, testing and managing temporary full-time, part-time and seasonal workers

In 2017, we won the contract to provide Temporary Administrative and Light Industrial personnel for Palm Beach County Government, Florida. We successfully transitioned more than 30 employees from the previous vendors. Our government clients include **Palm Beach County, Florida Department of Transportation, Orange County and The Federal Reserve Bank of Atlanta**. We have also won a contract with the **City of Tallahassee**.

AP Recruiters is a Veteran Owned and Operated Small Business and certified by the Florida Office of Supplier Diversity. Federal Employer Identification Number: 02-0796708

Authorized Signature: 

Authorized Signature (Typed) and Title: Ron O. Carryl, President

## 4.2 PROJECT UNDERSTANDING AND APPROACH

We have reviewed the RFP document and all 5 Addendums in detail and we have the experience and resources to successfully transition the approximately 16 current contractors with no impact to the work required to be completed for Alachua County. AP Recruiters will engage dedicated personnel from its corporate support team in support of recruiting, payroll and benefits, and customer satisfaction/relationship. We have the financial condition, capacity, and resources to support this contract without the need to sub-contract. As a provider of personnel and solutions to Palm Beach County, Florida Department of Transportation, Orange County and the Federal Reserve Bank, AP Recruiters understands the unique requirements of the environment and personnel working in government-supported organizations. As this effort is both strategic and sizable for AP Recruiters, the support and successful execution of this effort will be the key focal area for all of our firm's top management. AP Recruiters recently lost the primary contract to provide Administrative personnel with Palm Beach County to another bidder who bid significantly lower. We continue to support Palm Beach County. We have multiple recruiters available who were supporting that account. In addition, we recently hired Alexis Carryl to serve as the client relationship manager for our Florida based clients.

### **OUR APPROACH**

We pride ourselves on finding employees for assignments that meet all the requirements for the job and fits the client culture. We follow all EEOC guidelines and do not permit any discriminatory practices. All candidates must speak directly to a recruiter to determine if they meet the minimum requirements and if they will be able to successfully complete a drug test and a criminal background check. ***Our goal is to provide candidates to the hiring manager within 24 hours.*** Our recruiting process which follows ensures we quickly identify and validate candidates.

AP Recruiters endorses a safe, healthy and productive work environment and does not condone illegal drug use by our employees. All employees are prohibited from being under the influence of alcohol, illegal drugs and improperly used prescription medications or over-the-counter drugs. Any employee who violates this policy is subject to immediate termination of employment. We contract with several third-party vendors for background checks and to administer a pre-employment drug test for all employees based on facility requirements.

We have a target of submitting an average of 3 candidates for each opening and 1 submission within 24 hours. We have access to all the standard resume databases including Monster, CareerBuilder, EmployFlorida, DICE and also have an extensive internal database.

All of our employees are fully screened and matched to the requirements before being submitted to our clients. Before the first day of assignment, an orientation is conducted to familiarize the employee with all policies and procedures associated with the assignment. In addition, clearly defined expectations are communicated to employees, who are given, and required to sign receipt of the AP Recruiters Handbook.

---

For the duration of this contract, AP Recruiters shall have an assigned Account Representative to handle all points of communication including staff performance issues, requests, invoice questions, and customer service. Most performance coaching can be conducted by the Account Manager via telephone. If needed, a company representative can meet with the employee in person to manage performance issues.

Our objective is to cost effectively meet the requirements of all of our clients and work closely with our client managers to ensure that their business needs are met. We have extensive experience quickly processing background checks including the Florida Level II background that requires fingerprinting. Once a job is identified as a special trust position, we collect all the required candidate information and start the background process. The candidates are scheduled to complete the fingerprinting process before the interview, if possible. If not possible before the interview, the candidates are advised that the background screening process has to be completed within 24 hours of the interview.

## **TECHNOLOGY**

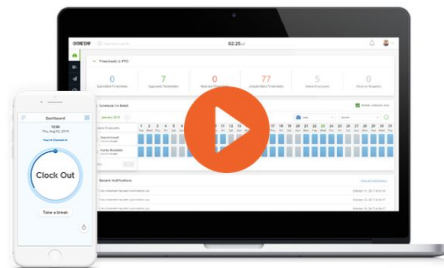
### Client Portal

**We give our clients self-serve, on-demand access to everything they need. 24/7.**

- ✓ Submit vacancies & request call-back
- ✓ Review candidates & CVs
- ✓ Accept/reject candidates
- ✓ Arrange interviews
- ✓ Rate candidates & add comments
- ✓ Message recruiters
- ✓ Access employee documentation: new hire forms, resumes, compliance docs, references and certifications

## **TimeTemp**

Time, expense & leave. Manage your entire temp/contract recruitment end-to-end.



For recruiters, managers & employees. Works out-of-the-box with Vincere:

- ✓ Digital timesheet entry: day-based / hour-based
- ✓ Flexible Pay Intervals: Hourly / Daily / Weekly / Monthly
- ✓ Flexible Pay Cycles: Weekly | Bi-weekly | Semi-monthly | Monthly
- ✓ Configurable Pay Rules, Awards & Compliance
- ✓ Timesheet approval (web | email)
- ✓ Multi-approvers
- ✓ Timesheet reminders
- ✓ Leave & Absence management (including PTO)
- ✓ Expense management
- ✓ Automated timesheet generation (in PDF)
- ✓ Approved timesheets to invoice
- ✓ Email & audit logs
- ✓ Export timesheets to CSV
- ✓ TimeTemp Mobile (for workers)
  - Review & submit timesheets
  - Apply for leave
  - Submit Expense (e-receipts)
  - Clock in / out
  - Available on iOS & Android
- ✓ TimeClock for iPads (*coming soon*)
  - Clock in / out
  - Attendance verification (QR code | Pin | ID photo)
  - Automatic Time Capture (links to Timesheet entry)

### 4.3 Consultant's Qualifications and Staff

We have the technical knowledge, expertise and ability to meet the staffing requirements requested in this RFP. We have filled Administrative, Clerical, Light Industrial and Information Technology jobs for clients like **Palm Beach County, Florida Department of Transportation, Orange County, NextEra Energy (Florida Power & Light), Ryder, Carnival Cruise Lines, Belzona, Cross Country HealthCare** and **The Federal Reserve Bank of Atlanta**. We have a team of 10 recruiters that can be assigned to the Alachua County account as needed. Our team is distributed throughout the state of Florida and other locations and can respond to any staffing request from any of our locations. We have mastered the art of virtual recruiting. We are capable of finding, screening and placing candidates without having a physical office in all the locations we served. This allows us to pass along the savings to our clients with a lower markup.

Ron Carryl is the dedicated client relationship manager for this contract. He will be supported by the entire team with Febin Francis as the lead recruiter and Alexis Carryl as the backup for managerial and administrative issues. John Norcross will also be assigned to this account as needed. Febin Francis has been the lead recruiter for Palm Beach County, FDOT and Orange County. He has been with AP Recruiters since 2018.

AP Recruiters & Associates success is due in part to Ron Carryl, President, who has extensive human resources and medical experience. In addition to serving as a Medical Specialist in the Army and Army National Guard, he has held senior Human Resources roles in corporate America with previous responsibility and accountability for recruiting, training, pre-employment screening, testing administrations, diversity and affirmative action compliance. Ron worked in Human Resources for 11 years at Florida Power & Light in addition to 6 years as a Medical

---

Specialist in the United States Army and Army National Guard. Mr. Carryl is also the former owner of AP Home Health Care, LLC a Florida licensed home health agency.

Mr. Carryl served as Chairman of the Board of Directors of the Sickie Cell Foundation of Palm Beach County and the Treasure Coast Inc., a Children's Services Council of Palm Beach County funded agency. He also served on the Advisory Council for the Area Agency on Aging for Palm Beach County and the Treasure Coast. AP Recruiters is a Veteran and Minority-owned firm certified by Florida Office of Supplier Diversity.

### **Ron Carryl**

*President, AP Recruiters & Associates*

Ron Carryl, President of AP Recruiters will be the Executive Sponsor for this project. Ron Carryl, has extensive experience in senior Human Resources roles in corporate America with previous responsibility and accountability for recruiting, training, pre-employment screening, testing administrations, diversity and affirmative action compliance. Ron is a MBA graduate from the University of Michigan, Ross School of Business and a graduate of Columbia University Executive Program.

Mr. Carryl spent eleven years working for Florida Power & Light, a Fortune 500 Energy company with operations in 26 states, Canada and Spain.

### **John Norcross**

*Vice President, AP Recruiters & Associates*

John has 7 + years of IT and Sales Experience coupled with 4 + years of full life-cycle recruiting experience within many niche verticals including; I.T., Telecom, Software Development, Engineering, Semiconductor, Construction, Sales, Healthcare and Research. John received his CompTIA A+ and Microsoft MCSE certifications in 2002. Following school, John worked as a Technical Support Manager for Compact Presario, Inc. in Fort Lauderdale, Florida. John began his staffing career in 2006 at Oxford International and worked exclusively in the Telecom industry placing Senior Telecom Engineers at Fortune 500 companies such as Sprint/Nextel, T-Mobile, Cingular/AT&T, Alcatel/Lucent and Cisco Systems. After gaining experience as a recruiter at Oxford International, John was recruited by Candidates on Demand Group (CODGI). While at CODGI, John managed a team of Executive Recruiters, performed training sessions and worked with Executives to implement new resources and procedures. John joined AP Recruiters in 2010 as the Technical Recruiting Manager with responsibility for managing IT and Technical recruitment for existing clients, Florida Power & Light, NextEra Energy, Progress Energy and to further expand our technical recruiting business throughout the United States of America.



4.3.4 No services will be subcontracted.

4.3.5 **Sample of current and former clients:**



#### **4.4 Ability of Consultant's Professional Personnel**

See section 4.3. See profiles after the appendix.

#### **4.5 Ability to Meet Time and Budget Requirements**

In our fourteen-year history, AP Recruiters has never missed a payroll. We have the ability to fund this project with internal resources. We also have relationships with other funding partners that give us the financial capability to accommodate any increase in payroll. Our extensive process onboarding employees from previous vendors will allow us to transition from the existing vendor with limited impact to the employees and Alachua county.

#### **4.3 Effect of Project Team Location on Project Responses**

In our fourteen-year history, AP Recruiters has learned that there are 2 phases for most clients. The implementation phase and the maintenance phase. We have been successful in managing both phases remotely. We also have resources available to travel to the client location as required to assist in the transition/implementation phase and as required during the term of the contract to ensure client satisfaction. Our extensive infrastructure and experience with remote/virtual recruiting has served us well during the COVID-19 pandemic. We have been able to continue to meet the needs of our existing clients and added new satisfied clients. Our team will travel to client locations as required to manage our employees.

---



## EEO Policy

If you are injured on the job, report the incident to the AP Recruiters office **immediately**, even if the injury is minor. (Note that reporting an incident to a client supervisor on the job is not adequate.) You will be directed to an AP Recruiters Preferred Provider for treatment. Be sure to name "AP Recruiters" as your employer.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the State of Florida requires that you be treated by a Preferred Provider. There, you will be required to take a drug test. If you fail or refuse that test and it can be demonstrated that your accident was a result of drug or alcohol use, you could forfeit eligibility for Workers' Comp benefits

After you have been treated, a Doctor will determine what work you can do: regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not. As soon as you are able, you must come to the AP Recruiters office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we might avoid a similar accident in the future.

### Returning to Work

Whether you are released for light or limited work, or for regular duty, we will have a suitable job for you. Unless the Doctor says you are unable, you must report for work the day after any injury. If the Doctor says you cannot work at all, you must provide written notice from the Doctor and call AP Recruiters the next day to discuss your situation.

### Fraud Policy

Workers' Compensation is designed to limit the loss of an Associate who is injured in the course of their work. Benefits are available when an injury is work-related, and medically verified. If an injury was not caused by an on-job accident at all, if an accident never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is fraud.

AP Recruiters has "zero tolerance" for phony or fraudulent claims. We will immediately terminate any Associate involved in Workers' Comp fraud, and we will criminally prosecute to the full extent of the law.

**Fraud Reward Program** - AP Recruiters has a reward program designed to encourage Associates to report anyone they may know who is committing fraud. If a fraud tip is verified and an investigation enables AP Recruiters to file charges or dismiss a claim, the reporting Associate will receive \$1,000. A cash award is presented even if there is not a criminal conviction.

To report fraud, please telephone the President of AP Recruiters at (561) 712-0307. Your confidentiality is guaranteed.

## General Policies

### Equal Employment Opportunity

Equal Opportunity is both a policy and a practice of AP Recruiters. In accordance with all applicable federal, state and local laws, AP Recruiters provides employment opportunities to applicants and employees regardless of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status or any other protected status. Selection and employment decisions are based on individual merit, qualification and ability.

Our Equal Opportunity policy applies to all areas of personnel employment and contracting, including, selection and hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition, AP Recruiters does not discriminate against any employee or contractor in a client job assignment or honors discriminatory requests from clients. Any employee or contractor found to be engaging in any type of unlawful discrimination will be subject to discipline, up to and including possible termination.

Reasonable accommodations will be made for qualified individuals with known disabilities and when doing so will not result in undue hardship.

### **Appearance and Behavior**

The image we present to our clients and the public is important to our success. Dress, grooming, and personal cleanliness standards all contribute to the morale of the Associate team and affect the business image AP Recruiters present to customers.

During business hours, Associates are expected to present a clean and neat, business-like appearance, and to dress according to the requirements of their position or work environment.

Dress should not call attention to the Associate because of fit, color or radical style. Associates who appear for work inappropriately dressed will be sent home and directed to return only in proper attire. In such an event, the Associate will not be compensated for the time away from work. Consult your Recruiting Consultant or client supervisor if you have questions as to what constitutes appropriate attire.

As an AP Recruiters representative you will be expected to help maintain our excellent reputation and high professional standards. Associates are permitted on client property only during scheduled work hours or for specific meetings scheduled by AP Recruiters. When on a client worksite, Associates must conduct themselves in a business-like manner at all times. Taking or making personal phone calls, and reading during work hours are examples of behavior that is not allowed in any position. Personal business or interests may be pursued only outside the office area or during scheduled breaks.

### **Personnel Data Changes**

It is the responsibility of each Associate to promptly notify AP Recruiters of any changes in personnel data. Personal addresses, e-mail addresses, telephone numbers, number of dependents, emergency contacts, and other such information should be current and accurate at all times. This is especially important for W-2 processing. Current and terminated Associates are responsible for notifying AP Recruiters or AP Recruiters of any change in address. Associates must give this notice no later than January 1 of the next year.

### **Confidentiality and Professional Standards**

AP Recruiters Associates are trusted professionals. As such, AP Recruiters will expect you to be respectful and professional in your communication with others in the workplace. All Associates must know and honor the policies and workplace rules pertaining to their assignment or in place at the Client Company or facility to which they are assigned.

Associates are required to adhere to generally accepted professional standards and to respect the confidentiality of information they are exposed to in the course of normal work assignments. "Confidential Information" includes personal records and business information which has not been made publicly available, such as personnel information, financial information, customer or price lists, plans, marketing programs and documents containing such information or marked as confidential.

The specifics of your compensation plan and information on prior or planned work assignments through AP Recruiters are also considered Confidential Information and should not be discussed with others in or outside of the workplace.

By accepting employment you are committing to the Non-Disclosure policies as described in this Handbook. Your continued employment is contingent on your agreement not to disclose Confidential Information to anyone outside AP Recruiters during or after employment or engagement. You must return all AP Recruiters property, and any and all client property, including all documentation, notebooks and notes, reports and any other materials on electronic or printed media, upon completion of the work assignment or engagement.



#### 4.7.13 ALACHUA COUNTY RFP - Client Reference

Contact name, title, phone number, address and email address	Description of Work – i.e. Length of Contract Period (Start and End Dates), and Type of Work Performed.
<b><u>Palm Beach County Government</u></b> ADDRESS: PALM BEACH COUNTY FINANCE DEPT. P.O. BOX 4036 WEST PALM BEACH, FL 33402-4036 CONTACT PERSON AND TITLE: Ebony Parkes – Fiscal Specialist TELEPHONE NUMBER: (561) 355-4758 E-MAIL ADDRESS: EGASKINS@PBCGOV.ORG	SCOPE OF WORK: Administrative and light Industrial staffing support CONTRACT PERIOD: 2017 to Present Consultant: Febin Francis
<b><u>Agile1 / Federal Reserve Bank of Atlanta</u></b> ADDRESS: 1000 Peachtree St NW, Atlanta, GA 30309 CONTACT PERSON AND TITLE: James Brooks - Client Services Administrator TELEPHONE NUMBER: (804) 641-6011 E-MAIL ADDRESS: jbrooks@agile1.com	SCOPE OF WORK: IT, Administrative and light Industrial staffing support CONTRACT PERIOD: 2013 - Present Consultant: John Norcross
<b><u>Cross Country Healthcare</u></b> ADDRESS: 5201 Congress Ave #100b, Boca Raton, FL 33487 CONTACT PERSON AND TITLE: Colin McDonald – VP Human Resources TELEPHONE NUMBER: (954) 815-1366 E-MAIL ADDRESS: cmcdonald@crosscountry.com	SCOPE OF WORK: Human Resources, Finance & Accounting and Administrative staffing support. CONTRACT PERIOD: On-going Consultant: John Norcross
<b><u>Belzona</u></b> ADDRESS: 14300 NW 60th Ave, Miami Lakes, FL 33014 CONTACT PERSON AND TITLE: Gillian Godjas - HR Manager TELEPHONE NUMBER: (786) 449-7484 E-MAIL ADDRESS: ggodjas@belzona.com	12/2016 - Present Consultant: John Norcross
<b><u>American Airlines</u></b> ADDRESS: 901 Ponce De Leon Blvd #103, Coral Gables, FL 33134 CONTACT PERSON AND TITLE: Dionne Lawson Vidal - Manager, Purchasing LATAM TELEPHONE NUMBER: (305) 520-3034 E-MAIL ADDRESS: Dionne.Lawson.Vidal@aa.com	01/2008 - Present Consultant: John Norcross

<p><b><u>Certified Metal Finishing</u></b>  ADDRESS: 1420 SW 28th Ave, Pompano Beach, FL 33069  CONTACT PERSON AND TITLE: Fred Binda - General Manager  TELEPHONE NUMBER: (954) 979-0707  E-MAIL ADDRESS:  fbinda@certifiedmetalfinishing.com</p>	<p>SCOPE OF WORK: Administrative and Light Industrial staffing support  CONTRACT PERIOD: 2020 - Present  Consultant: Alexis Carryl</p>
<p><b><u>Land 'N' Sea Distributing, Inc</u></b>  ADDRESS: 3131 N Andrews Ave Ext, Pompano Beach, FL 33064  CONTACT PERSON AND TITLE: Shanna Caison Ruiz - Human Resources Generalist  TELEPHONE NUMBER: (954) 792-9971  E-MAIL ADDRESS:  shanna.caisonruiz@landnsea.com</p>	<p>SCOPE OF WORK: Administrative and Light Industrial staffing support  CONTRACT PERIOD: 2020 - Present  Consultant: Alexis Carryl</p>

# EXHIBIT A

**\*\*\*REVISED February 17, 2021\*\*\***

## PROPOSAL FORM SIGNATURE AND ACKNOWLEDGMENT OF ADDENDUM FORM

RFP NUMBER: 22-21

PROPOSAL OPENING DATE:  
RE: **Annual Temporary Personnel Services**

PLACE OF RFP OPENING: Alachua County Procurement, Third Floor  
County Administration Building  
12 SE 1<sup>st</sup> Street  
Gainesville, Florida 32601-6983

The basis of the determination of the employee rate is the current (updated) Alachua County Bargaining and Non-Bargaining Pay Plans and Alachua County Library District Bargaining and Non-Bargaining Pay Plans (attached).

Current minimum hourly rate, is subject to change each October 1<sup>st</sup> based on the County's Pay Plan.

The Alachua County's Bill Rate per Hour will be determined by the proposed percentage markup added to the County's minimum salary for the position.

Example of bill rate per hour per position **with** health benefits provided and paid for by employer (bidder):

Alachua County Bill Rate = County's minimum salary for listed position + proposed percentage markup

Example of bill rate per hour per position **without** health benefits provided and paid for by employer (bidder):

*Alachua County Bill Rate = County's minimum salary for listed position + \$2 per hour for GMW if health benefits are not provided + proposed percentage markup*

Alachua County Government Minimum Wage does not apply to the Alachua County Library District, at this time.

Proposed Markup Percentage		
Clerical	Light Industrial	Medium Industrial
Sample Job Types: Staff Assistant, Fiscal Assistant, Paraprofessionals, Accountants	Sample Job Types: Custodial, Lab Techs, Warehouse Clerks, positions lifting 30-50 lbs. occasionally	Sample Job Types: General Labor, Grounds, Building Maintenance, positions lifting 30-50+ lbs. regularly
28 %	32 %	34 %

To view the County and Library's Job Descriptions please visit:

<https://www.governmentjobs.com/careers/alachua/classspecs>

**Sample list of positions that have been historically staffed**

Accounting Clerk	Clerical GIS Technician
Administrative Assistant	Laborer I
Animal Shelter Assistant	Laborer II
Animal Technician	Clerical Local Area Network Manager ( <i>Network Manager</i> )
Attendant ( <i>Solid Waste Attendant</i> )	Industrial Maintenance Worker
Audio Visual Technician	Clerical Office Assistant
Building Mechanic	Clerical Production Coordinator/Producer
Clerk Messenger (Library)	Clerical Program Coordinator
Community Coordinator	Clerical Program Manager
Computer Operator	Clerical Programmer
Customer Services Assistant	Clerical Purchasing Agent
Customer Service Representative	Clerical Receptionist
Custodian	Clerical Sr. Administrative Assistant
Clerical Data Entry	Industrial Sr. Environmentalist Specialist
Clerical Database Manager	Clerical Senior Office Assistant
Clerical Dispatcher	Clerical Senior Staff Assistant
Clerical Diversion Resource Coordinator	Clerical Special Project Coordinator
Clerical Fiscal Assistant	Clerical Staff Assistant
Industrial Environmentalist Specialist	Clerical Staff Assistant I (Library)
Clerical Geographic Information System Specialist ( <i>GIS Coordinator</i> )	Clerical Staff Assistant II (Library)

**Local Based Firms per Section 1.16, Check One Below**

	I <b>certify that my business is located in Alachua County and meets</b> the criteria for location points as specified in Section 1.16.
X	I <b>am not</b> a local based firm in Alachua County.

Acknowledge Receipt of Addendum(s) (if applicable circle):

☒ #1 Yes   No   ☒ #2 Yes   No   ☒ #3 Yes   No   ☒ #4 Yes   No   ☒ #5 Yes   No

Proposer: PRECISION STAFFING, INC. Company: d/b/a AP Recruiters & Associates

Address: 301 CLEMATIS STREET, SUITE 3000, WEST PALM BEACH, FL 33401

Authorized Signature:  Title: President

Clearly Print Name: Ron Carryl

Phone: 561-712-0307 Fax: 888-530-7971 Date: 03/03/2021

Email Address: RON@APRECRUITERS.COM

**SMALL BUSINESS ENTERPRISE (SBE) PROGRAM PARTICIPATION FORM**

**RFP: 22-21 Annual Temporary Personnel Services**

***OPTION 1***

I certify that our Company is an **Alachua County Certified Small Business Enterprise (SBE)** registered prior to the Bid opening.

**Circle One:**      **Yes (If yes, complete and sign the last page of this Exhibit)**

**No (If No, proceed to *Option 2.*)**

***OPTION 2***

I certify that our Company **will perform ALL work** and that no subcontractors will be utilized for this bid.

**Circle One:**      **Yes (If yes, complete and sign the last page of this Exhibit)**

**No (If No, proceed to *Option 3.*)**



## RFP: 22-21 Annual Temporary Personnel Services

***OPTION 3***

**SBE Participation.** I certify that our Company has contacted the **Alachua County's Certified SBEs** listed below. I state that the following information regarding SBE Subcontractors is true and correct to the best of my knowledge and belief.

Alachua County has adopted a 15% SBE participation goal and policies which encourage participation of Small Business Enterprises (SBE) in the provision of labor, time, supplies, services or construction items of any kind materials.

SBEs are located in the [Alachua County Small Business Enterprise Directory](#).

Subcontractor (any business entity holding a subcontract with the prime vendor) services are defined as, "a contract with another business entity that obtains labor, time, supplies, services or construction items of any kind."

Vendors submitting bids under this solicitation are to identify the intended SBE subcontractors. These SBEs have agreed to perform the work for **the total dollar value and percentage of the bid** set forth below.

**If SBE subcontractors are not utilized and listed below or if option 1 or 2 was not chosen, you should proceed to *Option 4* and document your Good Faith Effort.**

SBE Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

SBE Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

SBE Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

SBE Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

**RFP: 22-21 Annual Temporary Personnel Services*****OPTION 4***

**SBE Good Faith Effort.** To be considered responsive all Vendors **should have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors. **If option 1, 2 or 3 was not chosen the Vendor should complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Article 11, of the Alachua County Procurement Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response should be recorded in the section below.)

Name of SBE Company: \_\_\_\_\_

Date SBE Contacted: \_\_\_\_\_

SBE Contact Name and Phone #: \_\_\_\_\_

SBE Response when contacted: \_\_\_\_\_

Name of SBE Company: \_\_\_\_\_

Date SBE Contacted: \_\_\_\_\_

SBE Contact Name and Phone #: \_\_\_\_\_

SBE Response when contacted: \_\_\_\_\_

Name of SBE Company: \_\_\_\_\_

Date SBE Contacted: \_\_\_\_\_

SBE Contact Name and Phone #: \_\_\_\_\_

SBE Response when contacted: \_\_\_\_\_

Name of SBE Company: \_\_\_\_\_

Date SBE Contacted: \_\_\_\_\_

SBE Contact Name and Phone #: \_\_\_\_\_

SBE Response when contacted: \_\_\_\_\_

Name of SBE Company: \_\_\_\_\_

Date SBE Contacted: \_\_\_\_\_

SBE Contact Name and Phone #: \_\_\_\_\_

SBE Response when contacted: \_\_\_\_\_

## RFP: 22-21 Annual Temporary Personnel Services

I as the undersigned Vendor certify that I have completed one of the option(s) below *(Circle One)*:

OPTION 1

OPTION 2

OPTION 3

OPTION 4

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) Procurement at 352.384.3090, for direction.**

Vendor Name: Precision Staffing, Inc. Date 03/03/2021

Signature Ron O. Carryl Title President

Printed Name: Ron Carryl Title President

## CERTIFIED SMALL BUSINESS ENTERPRISE POINTS REQUEST FORM FOR RFP's

The Technical Qualifications Evaluation phase of the Professional Services Evaluation Process assesses whether a Consultant is a certified Small Business Enterprise (SBEs) and provides for the allotting of points where the Consultant includes in their submittal a request for points allowed for Alachua County's Certified SBEs' participation in accordance with the options listed below and the necessary documentation to substantiate such is provided.

CERTIFIED SMALL BUSINESS ENTERPRISE (SBEs)- REQUEST FOR POINTS 15 POINT MAXIMUM																																			
Points for Certified Small Business Participation is to be awarded using one of the options below:	Points Allowed	Points Requested	Points Assigned																																
Fifteen (15) points are awarded to the Consultant if the Consultant is a certified small business (per Alachua County's current SBE registry at the time set for receipt of submittals) and at least 51% of the job will be performed by the Consultant.	15 pts																																		
<p>Eight (8) to thirteen (13) points are awarded if the Consultant commits to a significantly higher certified Small participation than the goal, based on the breakdown indicated below:</p> <p>Percentage of Certified Small Participation:</p> <table> <tr> <td>at least</td><td>but less than</td><td>Points</td><td>to be</td></tr> <tr> <td>Awarded</td><td></td><td></td><td></td></tr> <tr> <td>25%</td><td>30%</td><td>8</td><td>Points</td></tr> <tr> <td>30%</td><td>35%</td><td>9</td><td>Points</td></tr> <tr> <td>35%</td><td>40%</td><td>10</td><td>Points</td></tr> <tr> <td>40%</td><td>45%</td><td>11</td><td>Points</td></tr> <tr> <td>45%</td><td>50%</td><td>12</td><td>Points</td></tr> <tr> <td>50%</td><td>51%</td><td>13</td><td>Points</td></tr> </table>	at least	but less than	Points	to be	Awarded				25%	30%	8	Points	30%	35%	9	Points	35%	40%	10	Points	40%	45%	11	Points	45%	50%	12	Points	50%	51%	13	Points	8 pts - 13 pts		
at least	but less than	Points	to be																																
Awarded																																			
25%	30%	8	Points																																
30%	35%	9	Points																																
35%	40%	10	Points																																
40%	45%	11	Points																																
45%	50%	12	Points																																
50%	51%	13	Points																																
Five (5) points are awarded to a Consultant who has committed to meet the percentage participation goal of 15% as established by the Board of County Commissioners and the Consultant has listed the certified small business(es) and clearly stated the work and percentages of the job that those business(es) will perform.	5 pts																																		

**ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW) FORM****RFP 22-21 Annual Temporary Personnel Services**

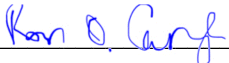
The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article 12 of the Alachua County Procurement Code ("Alachua County Government Minimum Wage").

Please mark the appropriate box below that applies to how you pay your employees:

- ☐ Employees involved with Alachua County projects are paid a minimum of **\$14.50 hourly** and are provided health benefits?
- ☒ Employees involved with Alachua County projects are paid a minimum of **\$16.50 hourly but are not provided** health benefits?

Bidder: Precision Staffing, Inc. Company: DBA AP RECRUITERS & ASSOCIATES

Address: 301 CLEMATIS STREET, SUITE 3000 WEST PALM BEACH, FL 33401

Authorized Signature:  Title: President

Clearly Print Name: Ron Carryl

Phone: 561-712-0307 Fax: 888-530-7971 Date: 03/03/2021

Email Address: RON@APRECRUITERS.COM

## VOLUME OF PREVIOUS WORK SUMMARY

Volume of previous work will be determined by the actual fees rendered to the consultant by Alachua County. These fees are based on actual payments made to the consultant and are retrieved from the County's electronic accounting system. Only a portion of these fees (Adjusted fee) will be considered based on the fiscal year payments and the factor listed below (see chart below).

### SAMPLE

PERIOD	ACTUAL FEE	FACTOR	ADJUSTED FEE
Current and last year (Oct 1 – Sept 30)	\$ 100,000.00	X 1.0	\$ 100,000.00
Second year past (Oct 1 – Sept 30)	\$ 100,000.00	X .08	\$ 80,000.00
Third year past (Oct 1 - Sept 30)	\$ 100,000.00	X .06	\$ 60,000.00
<b>TOTAL ADJUSTED FEE CONSIDERED</b>			<b>\$ 240,000.00</b>

## VOLUME OF PREVIOUS WORK - POINTS EARNED

The volume of previous work points earned are based on the adjusted fee (see chart below).

POINTS	ADJUSTED FEE (AF) *	YOUR REQUESTED AF POINTS
5	AF < 50,000	_____ points
4	50,000 < AF < 100,000	
3	100,000 < AF < 200,000	
2	200,000 < AF < 300,000	
1	300,000 < AF < 400,000	
0	AF > 400,000	



**PROPOSED SUBCONTRACTORS (NON-SMALL BUSINESS ENTERPRISE) FORM****RFP: 22-21 Annual Temporary Personnel Services**

This form is for all **Non-Small Business Enterprise subcontractors** being utilized on this project that **are not included on Exhibit B**.

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Total \$ Value: \$ \_\_\_\_\_ % of Total BID/RFP: \_\_\_\_\_ %

If additional space is required for your subcontractor listing, make copies of this Exhibit F and submit with you bid package.

## DRUG FREE WORKPLACE

Florida Statute, Section 287.087 states that whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Precision Staffing, Inc.

---

Name of Business

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.




---

Bidder's Signature

03/03/2021

---

Date

## PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

### I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder's Signature: Ken O. Gurf Date: 03/03/2021

--- **OR** ---

### II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

---



---



---

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspect or copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TYPE “A” INSURANCE REQUIREMENTS**  
**“ARTISAN CONTRACTORS / SERVICE CONTACTS”**

**The Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees or subcontractors.**

**COMMERCIAL GENERAL LIABILITY**

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

**AUTOMOBILE LIABILITY**

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

**WORKERS COMPENSATION AND EMPLOYER’S LIABILITY**

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

**BUILDER’S RISK / INSTALLATION FLOATERS (when applicable)**

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the National Flood Insurance Program.

**EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)**

Employee Dishonesty coverage must be afforded for not less than \$500,000 Blanket all employees ISO Form

## **OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

### **I Commercial General Liability and Automobile Liability Coverages**

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor/Vendor; to include Products and/or Completed Operations of the Contractor/Vendor; Automobiles owned, leased, hired or borrowed by the Contractor.

b. The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

### **II All Coverages**

The Contractor/Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

## **SUBCONTRACTORS**

The Contractor/Vendor shall be responsible for all subcontractors working on their behalf as a condition of this agreement. All subcontractors of the Contractor/Vendor shall be subject to the same coverage requirements stated herein.

**CERTIFICATE HOLDER:**                    **Alachua County Board of County Commissioners**

## **MAIL, EMAIL or FAX CERTIFICATES**

**Department Contact:** Larry Sapp  
**Department:** Procurement  
**Phone:** 352.374.5202  
**Email:** [lsapp@alachuacounty.us](mailto:lsapp@alachuacounty.us)  
**RFP:** 22-21 Annual Temporary Personnel Services

Precision Staffing, Inc.

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY  
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors (“Directors”) of Precision Staffing, Inc., a  
(insert name of company)  
FLORIDA  
corporation (the “Corporation”), at a duly and properly  
(insert state of incorporation)

held meeting on the 2 day of MARCH, 2021, did hereby consent to, adopt, ratify, confirm and approve the following recitals and resolutions:

**WHEREAS**, the Corporation is a duly formed, validly existing corporation in good standing under the laws of the State of FLORIDA and is authorized to do business in the State of Florida; and

**WHEREAS**, the Corporation desires to grant certain persons the authority to execute and enter into contracts and conduct business on behalf of the Corporation.

**NOW, THEREFORE, BE IT RESOLVED**, that any of the following officers and employees of the Corporation listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts and documents on behalf of the Corporation, and to do and take such other actions, including but not limited to the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related to any bids, proposals, or contracts to, for or with to Alachua County, a charter county and political subdivision of the State of Florida:

NAME	TITLE
<u>Ron Carryl</u>	<u>President</u>
<u>ALEXIS CARRYL</u>	<u>SENIOR MANAGER</u>
<u> </u>	<u> </u>



NAME

TITLE

**BE IT RESOLVED THAT**, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Procurement Manager of Alachua County, establishing the authority for the changes.

**IN WITNESS WHEREOF**, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 2 day of MARCH, 2021, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

**(Corporate Seal) Secretary of the Corporation**

By: Ron O. Carryl

Ron Carryl

(Print Secretary's Name)

## Contact

786-384-0040 (Work)  
alexis@aprecruiters.com

[www.linkedin.com/in/alexis-carryl](http://www.linkedin.com/in/alexis-carryl)  
(LinkedIn)  
[www.aprecruiters.com/](http://www.aprecruiters.com/) (Company)

## Top Skills

Microsoft Excel  
SAP ERP  
Budget Management

## Honors-Awards

LEAD Scholars Academy - Inspire  
Women's Leadership  
Dean's List  
Dean's List  
Dean's List

# Alexis Carryl

Senior Recruiting & Business Development Manager at AP  
Recruiters & Associates  
West Palm Beach

## Experience

AP Recruiters & Associates  
Senior Recruiting & Business Development Manager  
November 2020 - Present (5 months)  
West Palm Beach, Florida, United States

We go the extra mile to make both our clients and candidates happy. The Right talent at the Right time.

We are a State of Florida certified Minority and Veteran Owned Business serving clients nationwide since 2007.

We have been serving Fortune 500 companies since the beginning and we cover permanent and temporary placements nationwide.

We have teams that support IT, Healthcare, Accounting & Finance, HR, Administrative, Construction, and Engineering requirements.

South Florida Water Management District  
Staff Budget Analyst  
October 2018 - November 2020 (2 years 2 months)  
West Palm Beach, Florida Area

- Applied accounting and financial knowledge to analyze current and past budgets and forecast future budgets
- Analyzed accounting records to determine financial resources required to implement programs
- Participated in establishing and maintaining long- and short-range financial plans that encompass financing the organization's operations
- Reviewed operational areas to ensure cost-effective, efficient operations and methods

University of Central Florida  
2 years 7 months

Guest Services Supervisor  
August 2016 - April 2018 (1 year 9 months)  
Orlando, Florida

- A source of information and guide to over 10,000 students and guests regarding academics and campus life

- Uphold excellent customer service while greeting clients and answering phone calls
- Manage the daily operations associated with the student union information desk
- Assist and resolve any problems and concerns from students and guests

#### Guest Services Associate

October 2015 - August 2016 (11 months)

Orlando, Florida

- Provided excellent customer service to students and guests of the university
- Assisted students with any computer and printer questions
- Informed students about different resources on campus
- Provided a controlled and relaxing environment to cultivate student learning

---

## Education

#### University of Central Florida

Bachelor's Degree, Finance, General · (2014 - 2018)

#### Suncoast Community High School

High School, International Baccalaureate · (2010 - 2014)

# Febin Francis



febin@aprecruiters.com



5612202754



[linkedin.com/in/febin-francis-45641a172](https://www.linkedin.com/in/febin-francis-45641a172)

## Experience



### Recruiting Manager

AP Recruiters & Associates

Jun 2020 - Present (10 months +)

- Manages a team of recruiters, provides instructions and guides them in the day-to-day activities to meet the business targets.



### Recruiter/HR Coordinator

AP Recruiters & Associates

Jul 2018 - Jun 2020 (2 years)

Role as a Recruiter:

- Source candidates using a variety of search methods to build a robust candidate pipeline
- Proficient in job boards like Monster, CareerBuilder, Indeed, and Dice.
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate experience by designing and managing job postings, job descriptions, and position requirements
- Build a relationship with the candidate and the client representative, carry them through the recruitment process.
- Experienced with recruiting candidates for local government agencies and private organizations.

HR activities:

- Assist with all internal and external HR related inquiries or requests.
- Maintain digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and ad-hoc HR projects.
- Keep up-to-date with the latest HR trends and best practices.

Marketing achievements:

- Created a visually and intellectually appealing website from scratch.
- Email marketing for brand awareness.
- Prepared proposals and portfolios for client acquisitions.
- Ad-hoc duties like creating posters, letterheads, cover pages, etc.



### Marketing Consultant

LIFELINE PROTECT LIMITED

Dec 2017 - Apr 2018 (5 months)

Dealt with introduction and sales of various insurance policies along with the assistance in mortgages, Will service to clients located in the United Kingdom. Interacting with clients of different ethnicities and nationalities helped me be versatile in my profession. Also, speaking long durations with the clients improved my oral skills and marketing expertise.



### **GIS Engineer**

NeST Information Technologies Pvt Ltd

Oct 2017 - Nov 2017 (2 months)

Digitalization of electrical poles using LiDAR data. Plotted and drew electric poles and components using ArcGIS, CloudCompare and Google Street View.



### **Consultant**

Sutherland

Aug 2017 - Oct 2017 (3 months)

Acted on behalf of the HR manager and communicated with the candidates who applied for jobs at Amazon in the USA and Canada (Scheduling appointments and tracking the status of candidates).

While working I perfected myself in the email structures and burnished my language through chats with candidates.

## **Education**



### **Capital University, Koderma**

Bachelor of Technology - BTech, Electronics and Communications Engineering

2020 - 2021

7.15 CGPA

## **Skills**

Leadership