



## Getting a Fresh Start for the New Year

by Sam Morton, CSP, Branch Manager  
Newport News

The New Year always seems to represent a time of renewed commitments to guarantee that the year ahead is full of positive energy directed and achieving goals both personally and professionally. Business owners spend countless hours developing goals and business plans aimed at growing the bottom line. Employers also hope to recharge and revitalize their employees so that everyone charges into the New Year with an equal amount of anticipation of all the good things to come. Management resolutions and commitments may include things such as:

### Improved Communication

Commit to yourself and your employees to communicate better. Learn to convey information in a simple, concise, and clear delivery so that the employee knows exactly what your wishes are for the New Year. Establishing regular meetings with your employees is an important first step in opening the doors of communication.

### Networking/Associations

Joining an organization or association related to your industry and/or product can be a valuable asset in gaining insight into how others conduct business.

### Education

Commit to increase your knowledge. You can do this by simply investing in books and/or attending classes that provide training, management skills, and techniques to better enhance your knowledge of the industry.

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DRA team members have recently been featured in several publications. If you would like to read our articles please visit our website at [www.donrichard.com](http://www.donrichard.com).

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# Legal Candidate Profiles

## LA-35283 ASSOCIATE ATTORNEY

Admitted to NY Bar and eligible to waive into VA Bar immediately. Graduated law school in 2005, has worked as Assistant Director Attorney and owned own practice for over four years. Open to practice area and eager to learn VA procedures. Salary in the \$50,000 range.

## LA-35568 ATTORNEY

Small law firm owner with great diverse legal experience ready to make next big move. Former police officer and detective, enjoys litigation, business formations and legal compliance work. Open to management or in-house position. Salary in the \$60,000 range.

## LA-35605 ATTORNEY

Associate attorney with a wealth of knowledge in real estate transactions is available immediately. Candidate has also worked as director of bar review in Richmond and is a graduate from University of Richmond School of Law. Total of 20 years legal experience, last 7 years as an attorney. Salary in the \$75,000 range.

## LA-35552 ATTORNEY

Seasoned, veteran attorney with a wealth of knowledge in-house, seeks contract or part time work schedule. Impressive work history and credentials. Strong corporate and compliance experience. Salary in the \$50,000 range.

## LA-35468 ATTORNEY

Local law firm owner looking to join a law practice in the areas of real estate or litigation. Graduate from William and Mary and has 20 years of progressive legal experience. Salary in the \$70,000 range.

## LA-35467 ATTORNEY

Local sole practitioner with family law, social security disability, real estate and trust and estates experience. Candidate looking to supplement income or join a larger firm. More than 15 years experience in real estate and start up expertise. Salary in the \$50,000 range.

## LA-35305 ATTORNEY

Holds license to practice in Maryland and DC. Will sit for VA Bar in February 2010 and looking for contract work until then. Strong probate background, enjoys labor and employment and open to other practice areas. Salary in the \$40,000 range.



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**Legal Recruiter**

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## LA-34094 ATTORNEY

Local practicing Attorney with 3 years experience is ready to grow professionally and seeks new opportunity. Presently handling real estate, business and landlord/tenant caseload. Bright and enthusiastic, this associate-level attorney will make an immediate contribution to your firm. Salary in the \$50,000 range.

## LS-33625 LEGAL ASSISTANT

Experienced legal professional enjoys criminal and domestic relations law. Great trial experience and also has P.I. and corporate experience. Strong computer skills and ready to start ASAP. Salary in the \$35,000 range.

## LS-35663 LEGAL SECRETARY

Seasoned legal secretary offers 12+ years of experience in administrative law, labor and employment and enjoys criminal defense work! Available immediately! Salary in the \$35,000 range.

## LS-35514 EXECUTIVE ASSISTANT

Candidate with 13 years legal executive assistant experience is new in town and searching for next challenging position. Fantastic skills and professional disposition. A quick learner with great organizational skills. Salary in the \$30,000 range.

## LO-35576 LEGAL ASSISTANT

Candidate has two years experience with local law firm. Has handled front desk and was promoted to support three attorneys with administrative and legal secretarial duties. Available ASAP! Salary in the \$25,000 range.

## LS-35555 LEGAL ASSISTANT

Seasoned legal professional with over 20 years experience and strong computer skills is available for you! Experience includes corporate law, estate planning, traffic & criminal defense and bankruptcy. A loyal and dedicated employee with stellar references. Salary in the \$35,000 range.

## LS-35623 LEGAL ASSISTANT/ADMIN

Candidate has worked as legal and personal assistant for reputable law firm in Norfolk. Great at multi-tasking, building client relations and overseeing various projects simultaneously! Strengths include family law, property management and possesses great administrative skills. Salary in the \$36,000 range.

## LA-35673 LEGAL ASST/PARALEGAL

Outgoing and personable, our candidate is ready to join a progressive law firm. Work history includes two years at local law firm and four years as deputy clerk at Norfolk General District Court. Also has Legal Assistant certificate. Salary in the \$21,000 range.

## LS-7742 LEGAL SECRETARY

Well-diversified legal secretary with large law firm experience is available immediately for you! Open to temporary or temp to hire assignments. Strengths include tax, litigation, real estate and really enjoys criminal law! Salary in the \$38,000 range.

## LS-34874 R/E PROCESSOR

Candidate moving into our area with 7 years residential and commercial real estate experience with one firm. Great personality with strong work ethic and references. A true gem in our market. Salary in the \$40,000 range.

## LP-31521 LITIGATION PARALEGAL

Candidate has supported general counsels over 9 years. Great litigation experience, enjoys research and writing. Completing BA in Criminal Justice this year. Available immediately. Salary in the \$35,000 range.

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# Peninsula Candidate Profiles

## **A-35310 FINANCIAL PROFESSIONAL**

This applicant has an MBA with a concentration in Finance. Has experience working with A/R, bank reconciliations, budgeting, contract administration, credit/collections, financial analysis, financial statements, general ledger and management. Has active DoD Secret Clearance. Salary in the \$52,000 range.

## **A-35190 CPA**

Applicant has prepared corporate, partnership and individual tax returns as well as preparing client payroll including data input and quarterly and annual payroll tax returns. Has experience performing reviews and audits across a wide range of industries. Salary in the \$50,000 range.

## **A-35169 ACCOUNTING MANAGER**

Highly motivated accounting professional with extensive experience in all aspects of corporate and not for profit accounting. Resourceful problem solver with strong analytical, organizational and communication skills. Software skills include JD Edwards, Great Plains, MAS90, Solomon and ADP. Salary in the \$45,000 range.

## **B-35319 BOOKKEEPER**

Professional with extensive experience in all aspects of bookkeeping. Has worked in the manufacturing, government contracting and retail industries. Software skills include Excel, Word, and QuickBooks. Salary in the \$45,000 range.

## **B-35304 BOOKKEEPER**

Professional with experience in A/P, A/R, bank reconciliations, payroll, estimating, fixed assets, general ledger, logistics, project management, HR and administration. Has worked in the Engineering, Construction, Manufacturing and Shipping industries. Software skills include Excel, Word and QuickBooks. Salary in the \$24,000 range.

## **A-35166 ACCOUNTING ASSISTANT**

Recent graduate with Bachelor's in Accounting. Professional with a pleasant personality and the skills to be an asset to any company. Software skills include Microsoft Office Suite, Adobe, Photoshop, SAP and Windows. Salary in the \$35,000 range.



**Sam Morton, CSP**  
**Branch Manager**

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## **E-35249 ACCOUNTING CLERK**

Has experience in A/P, A/R, administration, customer service, billing and collections. Has worked in the manufacturing and retail industries. Software skills include AS/400, Excel, Word, Outlook and Windows. Salary in the \$33,000 range.

## **E-35221 MEDICAL BILLER**

This applicant is able to step right into a medical billing position. Has extensive knowledge of various procedures and policies and has supervised others in the processing of medical bills. Salary in the \$31,000 range.

## **S-35322 ADMIN ASSISTANT**

Great candidate to be the Director of First Impressions or your right hand. Experienced in construction and real estate industries. High proficiency in Microsoft Office, QuickBooks and Timberline. Call today! Salary in the \$21,000 range.

## **S-35316 MARKETING ASSISTANT**

Professional with Bachelor's degree in Communications. Has experience in budgeting, customer service, event coordinating, marketing, public relations, sales and recruiting. Software skills include Adobe Creative Suite, Dreamweaver, Microsoft Office Suite, Macintosh, and Photoshop. Salary in the \$25,000 range.

## **S-35264 EXECUTIVE ASSISTANT**

Degreed professional with extensive experience in administration, customer service, event coordinating, marketing and project management assisting. Software skills include Adobe, Excel, Macintosh, Word, Outlook, Publisher, Photoshop and QuickBooks. Salary in the \$28,000 range.

## **S-35263 OFFICE ADMINISTRATOR**

Degreed professional with experience in A/P, A/R, bank reconciliation, budgeting, data entry, customer service, administration, event coordinating, medical coding and dictaphone. Software skills include Access, Adobe, Excel, Word, Outlook and Powerpoint. Salary in the \$25,000 range.

## **S-35240 ADMINISTRATIVE ASST**

Professional with extensive experience in business management. Has worked in the Collections, Health Care and Insurance industries. Software skills include Adobe Creative Suite, Automatic Data Processing, Excel, Macintosh, Word, Outlook, Publisher, Photoshop and QuickBooks. Salary in the \$45,000 range.

## **LO-35193 LEGAL SECRETARY**

New to the area! Professional with Associates in Legal Assisting and Bachelors in Criminal Justice. Has experience in Family Law, Labor Law, Medical Malpractice and Personal Injury. Software skills include Amicus, Adobe, Excel, Word, Oracle, Outlook, Powerpoint, QuickBooks and Westlaw. Salary in the \$40,000 range.

## **LP-35246 PARALEGAL**

Professional with Associates in Paralegal studies and a Bachelors in Interdisciplinary studies. Has extensive experience in immigration, corporate, civil, criminal, bankruptcy, medical malpractice and litigation. Software skills include Adobe Creative Suite, Microsoft Office, QuickBooks and Westlaw. Salary in the \$38,000 range.

## **LO-35228 LEGAL ASSISTANT**

Applicant has JD and wishes to work in legal field in legal support role. Experienced with drafting various legal briefs and legal memoranda on issues pertaining to protective orders, domestic relations, legal ethics, partnerships and non-compete clauses. Excellent communication skills. Salary in the \$30,000 range.

## **LO-35223 LEGAL ASSISTANT**

Professional with experience in the legal, call center and communications industries. Has an Associates in Paralegal studies. Software skills include Excel, Word, Outlook, Powerpoint, Westlaw and Windows. Salary in the \$23,000 range.

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# Business Support & Office Administration Candidate Profiles

## **C-35634 ADMINISTRATIVE ASST**

Strong administrative skills coupled with extensive experience in the construction industry. Professional demeanor and strong Microsoft Office skills make this candidate the right choice. Salary in the \$23,000 range.

## **C-35053 COLLECTION REP**

Hard working candidate has 8 years experience handling collection accounts with the same local company. Strong negotiation skills, is very organized and enjoys working in a team environment. Salary in the \$21,000 range.

## **C-35242 COLLECTIONS REP**

Seasoned candidate with 20 years collections experience with automotive credit corporation. Has held titles of Skip Recovery Analysis, Collections Representative and Administrative Team Lead. Fantastic skills. Salary in the \$32,000 range.

## **C-35162 MEDICAL BILLER**

Certified medical biller with experience in private practice and corporate medical environments. Enjoys working with patients and insurance companies alike! Salary in the \$30,000 range.

## **S-35679 ADMINISTRATIVE ASST**

Former loan officer and property manager, available immediately for administrative positions. Great real estate investment background, too! Salary in the \$25,000 range.

## **S-24138 TRANSCRIPTIONIST**

This personable transcriptionist can make light of all your office needs. Has a diverse background including administration and customer service in addition to her transcription experience. Dynamic attitude and great proactivity. Salary in the \$25,000 range.

## **K-32891 SALES MGR/DISTRICT MGR**

Enthusiastic professional with varied background in finance and retail. Results driven with herself and others sales goals. Very interested in sales management opportunity. Salary in the \$55,000 range.

## **S-35622 RECEPTIONIST**

Rock star front office appearance. You want this person in your lobby to greet your customers and clients! Expert in customer service and Microsoft Office. Salary in the \$21,000 range.



**Brenda Bigelow, CSP**  
**Business Support & Office**  
**Administration Recruiter**

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## **S-35668 ADMINISTRATIVE ASST**

Customer service oriented with bankruptcy clerk experience. Enjoys data entry and special projects. Available immediately. Salary in the \$25,000 range.

## **S-35669 ADMINISTRATIVE ASST**

Candidate has local Senior Deputy Clerk experience and is available immediately. Enjoys data entry, research projects and varied administrative tasks. Salary in the \$29,000 range.

## **S-35017 ADMINISTRATIVE ASST**

Excellent candidate with experience in government contracting, manufacturing and construction industries. Superior skill in Microsoft Office, HR and Finance. Salary in the \$34,000 range.

## **S-26205 ADMINISTRATIVE ASST**

Let this professional Administrative Assistant grow your business. Excellent Microsoft Office and data entry skills. Shipping, banking and education industry experience. Salary in the \$21,000 range.

## **S-33803 ADMINISTRATIVE ASST**

This professional is ready to be your right hand support. Dedicated work ethic with exceptional Microsoft Office skills. Experienced in local government, retail industries. Salary in the \$27,000 range.

## **S-35594 EXECUTIVE ASSISTANT**

This professional has been the sole support of CEO's, managers and managing directors. Expert in the areas of HR, office administration and contracts. Advanced knowledge of Microsoft Office Suite, Citrix, Timberline and QuickBooks. Salary in the \$30,000 range.

## **S-35251 MARKETING ASSISTANT**

This candidate is bright and bubbly with the ability to assist you in your marketing efforts. Very comfortable in the newer marketing systems of Social and Professional Networking. Familiar with Adobe Suite software. Salary in the \$30,000 range.

## **S-26852 LEASE ADMINISTRATOR**

Seasoned candidate with large company experience looking for break into law firm with commercial real estate department or commercial property management firm. Great skills and professional demeanor. Salary in the \$30,000 range.

## **S-32705 LEASING ADMIN ASST**

8 years of experience working in commercial real estate as leasing coordinator, HR assistant and admin assistant. Working on Bachelors degree. Has Microsoft Office Suite. Salary in the \$36,000 range.

## **C-34800 SHIPPING ANALYST/BUYER**

Seasoned professional with overseas, rail and overland shipping experience. Customer service expertise in the plastics and leather goods industry. Salary in the \$42,000 range.

## **S-34581 SHIPPING ANALYST**

This candidate is the right choice for organizing and maintaining all shipping flow from freight forwarding to billing. Over eight years experience in the shipping industry with the flexibility to do 'whatever it takes'. Salary in the \$32,000 range.

## **S-35660 TITLE UNDERWRITER**

Local professional with over 20 years experience can handle the most complex transactions. A true asset to any title insurance company. Available immediately! Salary in the \$35,000 range.

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# Accounting & Finance Candidate Profiles

## A-32887 ACCOUNTANT

Degreed Accountant who recently moved to Hampton Roads is looking for a position to utilize her accounting knowledge and manufacturing, banking and health-care industry experience. Candidate has job cost accounting, payroll, crystal reports, Kronos, QuickBooks and Timberline knowledge. Salary in the \$45,000 range.

## A-8727 ACCOUNTANT

Phenomenal MBA candidate with 6+ years accounting experience is in search of an opportunity to showcase her talents. Accounting experience includes A/P, A/R, G/L, bank reconciliations, payroll and benefits administration. Software includes Excel, PeopleSoft, Quattro Pro and Foxpro. Salary in the \$34,000 range.

## A-20818 ACCOUNTING MGR/ANALYST

Has a variety of experience in the health-care industry including budget development, revenue & expense forecasts, financial statements and annual GAAP & tax audits. Supervised accounting staff and monitored the month-end close, account reconciliations and journal entries. Much more to offer! Salary in the \$85,000 range.

## A-4710 CFO/VP FINANCE

Very experienced accounting/finance professional looking for a senior level position. He has over 20 years experience with cost accounting, government contracting with DCAA and FAR knowledge, construction, pricing and strategic planning. He is a licensed CPA and enjoys managing and motivating large teams. Salary in the \$100,000 range.

## A-35595 CHIEF FINANCIAL OFFICER

Experienced C-Level Accounting and Finance professional with a heavy concentration on the government service contracting sector. Has DCAA audit, FAR/DFAR, CAS and heavy emphasis on work for the US Navy. Salary in the \$90,000 range.

## A-35611 CFO/CONTROLLER

Accomplished entrepreneur and financial executive with broad competencies in finance, operations, marketing and business management. Has experience with financial and hospitality industries. Strong P&L, change management, financial reporting, strategic planning and budget control knowledge. Salary in the \$100,000 range.



**Liza Parker, CSP**  
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## A-28803 CONTROLLER

CPA Controller/Senior-Level Accounting executive with Big 4 experience seeks a challenging opportunity. Has both large publicly traded company and small business experience. Strong team builder and mentor. Salary in the \$100,000 range.

## A-12033 CFO/CONTROLLER

Exceptional drive, attitude, and determination are just a few comments made when describing this candidate. CPA, CIA with 9+ years of experience seeks new challenges and opportunities. Experienced in areas of distribution, financial services, health care and retail. Salary in the \$100,000 range.

## A-34778 SENIOR ACCOUNTANT

Dedicated financial & accounting candidate with strong financial reporting, fixed assets & depreciation, GAAP compliance, SOX and general ledger accounting experience & knowledge. Computer proficient in JD Edwards, PeopleSoft, QuickBooks, Crystal Reports. Detail oriented, meticulous & deadline driven. Salary in the \$55,000 range.

## B-34047 ACCOUNTANT/HR MGR

Strong accounting professional with extensive government contractor experience including FAR, DCSS, certified payroll, general ledger, accounting and government billing knowledge. Background also includes human resources functions. Salary in the \$40,000 range.

## A-34629 FINANCIAL/COST ANALYST

MBA Cost/Financial Analyst with extensive manufacturing industry experience. Skilled in evaluating cost/profitability by product, market segment, and customer! Applies strong analytical skills to identify the root cause of cost variances. Salary in the \$65,000 range.

## E-25546 ACCOUNTING CLERK

Experienced accounting, billing, claims and credit professional in search of a long-term position to utilize her outstanding customer service, hard work ethic, and strong computer service. Excellent A/P, A/R, billing, collections, data entry and financial statement knowledge. Salary in the \$35,000 range.

## B-35600 BOOKKEEPER/ACCOUNTANT

Inventive and dedicated accounting professional with a successful record in bookkeeping & operations/office management. Solid and comprehensive background in all aspects of accounting including payroll, A/P, A/R, invoicing, journal entries, general ledger, job costing, inventory & monthly financials. Salary in the \$30,000 range.

## B-33228 BOOKKEEPER/FIRM ADM

Strong bookkeeper and firm administrator with extensive law firm experience is looking for position to use her accounting and HR knowledge. She has strong supervisory skills and benefit administration. Salary in the \$40,000 range.

## B-35649 PAYROLL/BOOKKEEPER

Experienced Payroll, bookkeeping and Project Manager Assistant professional. Has certified payroll, human resources, vendor management, government contract billing, changeovers and submittals. Proficient in Timberline. Salary in the \$35,000 range.

## B-34996 LOGISTICS/SUPPLY CHAIN

Accomplished logistics professional recently retired from military is looking for a challenging new position. Has extensive inventory, project management, purchasing, training and contract administration. Salary in the \$50,000 range.

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# Information Technology & Engineering Candidate Profiles

## IT-35609 .NET DEVELOPER

Three years as a software engineer has led this candidate to .Net development. Expert in SQL, SQL Server, Visual Basic, Active Directory and Cisco programs. Salary in the \$50,000 range.

## IT-35642 FLASH PROGRAMMER

Hot candidate with over three years experience as a Flash Programmer in a government contracting capacity. Expert in Dreamweaver, Flash, Action Script and Scorm compliant. Salary in the \$65,000 range.

## IT-31464 COMPUTER PROGRAMMER

Intermediate web programmer, efficient with C/C++, Java, ASP.NET and scripting languages. MS platforms, Crystal Reports. Salary in the \$40,000 range.

## IT-12204 DATABASE PROGRAMMER

This applicant will not last long! Skill set includes 4 years of experience using Visual Basic 6, Oracle, SQL Server and Platinum ERwin. This candidate is ready to take your company to the next level!! Salary in the \$50,000 range.

## IT-32870 IT DIR./NETWORK ADMIN

Sr. Network Administrator/Project Manager, proficient in telecommunications, Cisco technologies, disaster recovery and network design. MCSE certified and hands-on knowledge of Windows DS, IBM 05/400, UNIX and Solaris. Salary in the \$60,000 range.

## IT-33750 IT MANAGER

This seasoned professional is the perfect choice to manage your IT department. With over 20 years experience in the field of IT from Help Desk to Web Development. Supervisory skills are the strength of this candidate. Team is the motto and the source of success. Salary in the \$72,000 range.

## IT-34633 NETWORK ENGINEER

This professional comes with years of experience and the certifications that you need. Expert in all MS server and desktop operating systems. Strong knowledge of LAN security policies and procedures. Certifications in Novell, Citrix and Cisco. Salary in the \$85,000 range.



**Brenda Bigelow, CSP**  
**Information Technology & Engineering Recruiter**

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## IT-24765 SR. PROGRAMMER

This outstanding candidate has worked with SQL, VB, C++, Delphi, FoxPro, VB.net, ASP.net, HTML, DHTML, Javascript, Borland C++, Visual Studio.net, Crystal Reports, SQL Server 2000, MS Access, Oracle, dBase, Paradox, Apache, IIS, Novell, Windows 2000 NT networking, Acrobat, routers, switches and hubs. Definitely call! Salary in the \$60,000 range.

## IT-31411 SYS ANALYST/PROG MGR

Sr Business Analyst with Security Clearance and excellent references, superior with relational database and demonstrated leadership/management ability. Certified MCSE Windows/Internet, with Bachelors degree in Computer Science. Salary in the \$55,000 range.

## IT-34952 TECHNICAL SUPPORT

Well versed in DoD protocol with a Secret Clearance. This professional is able to support all desktop needs, HTML & Microsoft based programs. Can also support Network technologies, security and communications equipment. Salary in the \$50,000 range.

## IT-26722 TECHNICAL TRAINER

Technical Instructor with over 21 years experience teaching web design concepts with HTML and expertise in all Microsoft Office applications. Experience includes Department of Defense and US Dept of Energy. Salary in the \$50,000 range.

## IT-35100 TECHNICAL WRITER

This candidate is experienced in government contract technical writing, as well as corporate. Proficient in processing and procedures development and experienced in proposal writing as well as white papers. Salary in the \$40,000 range.

## IT-26736 WEB DEVELOPER

Four years experience modifying and developing dynamic, database driven intranet/internet websites in time-sensitive environments utilizing HTML, CSS, ASP, VBScript and JavaScript. Proficient in the creation of SQL scripts and stored procedures for use with MS Access, MS SQL Server 7/2000 (T/SQL), and Oracle 8i/9i (PL/SQL). Salary in the \$55,000 range.

## G-32478 CHEMICAL ENGINEER

Chemical Engineer with over 11 years experience. Degreed from one of the premier universities in the world. Extensive experience in waste water engineering and proficient with all laids of chemical analysis. Salary in the \$70,000 range.

## G-32053 ELECTRICAL ENGINEER

Five plus years experience as an electrical engineer with skill set ranging from test engineering to network installation and configuration. Salary in the \$45,000 range.

## G-32583 MECHANICAL ENGINEER

Seasoned engineer with over twenty years experience in the transportation, manufacturing and industrial industries. Skilled in ERP implementation, AutoCAD, JIT, Kanban, and ISO and lean manufacturing. Salary in the \$40,000 range.

## G-32614 SENIOR DRAFTSMAN

Senior-level draftsman with hands-on knowledge of MS Office, AutoCAD, CAD overlay, Raster Design, project management experience. Works very well in industrial, mechanical and electrical industry. Salary in the \$50,000 range.

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# Getting a Fresh Start for the New Year

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## Training

Request feedback from employees and peers to determine in what areas your company would benefit with additional training.

The start of the new year is also a great time to evaluate many of the things you already have in place that may need to be fine tuned, such as:

## Employee Handbooks

Carefully review your employee handbook to ensure it contains current information to include sexual harassment, substance abuse, violence in the workplace, and military leave information.

## Job Descriptions

Review your employees' job descriptions to be certain they cover the full range of responsibilities you have entrusted to each employee over the past year. Are there any additions or deletions that need to take place?

## Vendor Contracts

Do you have a contract that is due to expire? Are you still paying for services when you no longer own the equipment? You may be surprised at what you might find.

## Permits/Licenses

Locate these items and ensure they are current and meet all regulations and guidelines.

## Safety & Hazard Policies/Procedures

Review policies and procedures as well as company surroundings and environment to make certain you are up to date on the newest information.

## Security Systems

The word security should speak for itself when it comes to the importance of understanding your systems and any changes that may have occurred over the last year.

## Employee Files

Do you have all the necessary I-9 forms on file? Are any salary adjustments needed?

One of the most important things you can do for yourself and your company for the New Year is to commit yourself to having a successful year and carry forward your vision of success to your peers and employees. Have a great year!

## Recently Hired from DRA

### Position:

Bookkeeper  
Accounting Assistant  
Accounting Assistant  
Payroll/AP Clerk  
Legal Assistant

### Industry:

Retail  
General Contractor  
Repair Services  
Construction  
Law Firm

### Position:

Data Entry Clerk  
Admin Assistant  
Office Services Clerk  
Benefits Analyst  
Medical Biller

### Industry:

Law Firm  
Business Service  
Law Firm  
Insurance  
Non-profit

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## The Benefits of Hiring Contract Attorneys

by Joyce Diaz, CSP, Legal Recruiter

Given the challenges presented by the current economic climate, many firms have restructured their legal departments resulting in slimmer attorney and support staff headcounts. When workflow increases, hiring a contract attorney can prove to be a wise solution to handle peaks in new cases and deadline-driven projects.

Some of the benefits of hiring a contract attorney include:

- Convenience of a flexible workforce to grow your business without hiring salaried attorneys.
- High quality document procurement and review product from seasoned attorneys. Outsourcing the labor intensive portions of your case enables your legal team to focus on the more challenging issues at hand!
- Opportunity to identify and evaluate potential talent for your firms future full-time positions.
- Increased billable hours resulting in more billable dollars! Our hourly bill rate to you is considerably less than the rate at which you can collect on our attorney's work in billable hours.
- According to the American Bar Association, law firms can add a surcharge to the fees of their contract attorneys so long as the final fee charged to the client is reasonable.
- Strategic planning expertise from industry-specific trial attorneys. Small firms often have established clients with legal problems outside their area of expertise.
- Savings on employer burden. Our contract attorneys work on our payroll. They are offered a comprehensive benefits package at no cost to you.

Our attorneys range in experience to meet your specific needs:

- Law Clerks and Associates
- Litigation managers
- Staff Attorneys
- General Counsel/In-house
- Senior-level lateral attorneys

Project examples include:

- Document Review
- Legal Research & Writing
- Summarizing depositions
- Court appearances
- Trial Preparation
- Mock Juries
- Discovery Projects
- Drafting Legal Briefs and Memoranda
- Compliance & Contract Review
- Additional projects as specified by your firm



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# Sudoku Challenge

Solve the Sudoku challenge and return to Don Richard Associates to be entered to win **2 FREE MOVIE TICKETS!** Only complete entry forms will be eligible.

E-mail to [trivia@donrichard.com](mailto:trivia@donrichard.com) or Fax to 757-518-9436 by March 31st.

2			1	5	8			
	3	7			2	4	5	1
5								6
4			9	2	6	1		
9							6	2
7								3
	4			1		3		7
	9		2		4	6		5
			3		5			4

Entrant's Name:

Company:

Title:

Email Address:

Previous winners are ineligible for one year. Please only one entry per person. Copies are acceptable.