

**NETWORK INTO TARGET INDUSTRIES and COMPANIES**  
**...through the effective use of your Networking Brief, or Handbill**

St. Joseph Employment Ministry

**Primary Use and Purpose of the Resume**

- ❖ To **educate recruiters, prospective employers** (and your network) about who you are professionally – your attributes are and what you do
- ❖ Provide **details** of your **qualifications** – your skills, competencies, and education / certifications
- ❖ History of **companies** or organizations where you have been employed
- ❖ **Experience** you have gained – titles and responsibilities you have held
- ❖ **Results** you have delivered – your accomplishments

**Primary Use and Purpose of a Networking Brief, or Handbill**

- ❖ To **educate your network** about who you are professionally – who you are and what you do
- ❖ To **summarize** your **qualifications** – skills, competencies, education/certifications, and employment
- ❖ Provide your network contact with information that will **allow them to assist you**:
  - The focus of your job search – **what you want to do**
  - Representative **target industry** or **target companies** where you'd like to work
- ❖ Inform your contact on **contacts that will be useful to you** – recruiters / target company employees / and others to whom you would like referrals or introductions **for exploratory discussions**

**Summarizing the Principal Differences - Resume vs Handbill**

**Your Resume... is highly specific to**

- ❖ Detailed “qualifications-related” information about your employment, career path, responsibilities, and results **Your principal marketing document**

**Your Networking Brief (Handbill)... is highly specific to**

- ❖ Desired position and responsibilities – target industries and companies – your desire to obtain referrals or introductions leading to informational discussions that will assist you in penetrating those targets **Your principal job objective document**

**Discussion:**

- ❖ Review of sample handbills / Q&A

# NETWORKING BRIEF

1325 Oak Park Lane Lake Park, Illinois 60135  
[netbrief@gmail.com](mailto:netbrief@gmail.com) Cell: 847.731.5121 [www.linkedin.com/in/networkbrief](http://www.linkedin.com/in/networkbrief)

## CORPORATE DEVELOPMENT

*Expert at all aspects of the deal process – performing focused due diligence, structuring deals, negotiating transactions, and leading business integration*

- ✓ Attorney / MBA / broad-based M&A and financial management experience
- ✓ Experience in identifying and evaluating strategic acquisition targets
- ✓ Negotiations include more than 60 product licensing and partnership deals that improved quality and reduced supply chain costs
- ✓ Excel in financial analysis and financial planning leadership leading to business turnaround and transformation
- ✓ Known for an ability to build trusting business relationships and interact effectively with Boards, investment bankers, and attorneys



**Position Objective:** Senior corporate development leadership role (M&A, Strategy) with organization seeking to rapidly expand through acquisitions, strategic partnerships, and organic growth.

**Target Industries / Companies:** Multi-industry experience - a specific industry not a critical factor in my search. Prefer a fast-paced business setting with companies committed to growth, such as:

W.W. Grainger Pactiv Fortune Brands Tegrant Johnson Diversey US Foods Stericycle  
Federal Signal Kellogg Walgreens Pliant Corp Zebra Technologies Brady Corp Sara Lee  
Pepsico Tetra-Pak McCain Foods USA ConAgra Cargill Procter & Gamble Ocean Spray  
Oscar Mayer Wirtz Beverages Coors USA Fine Wines & Spirits PE Firms (Food/Foodservice)

### Able to Relocate

**Desired Contacts:** Seeking referrals to – or informational meetings with:

- ✓ Senior corporate strategy, development or M&A leaders employed in above companies, or in related food, beverage, or food service organizations
- ✓ Industrial segment and/or food industry retained executive search professionals, especially those who specialize in client searches for M&A / corporate development executives
- ✓ Principals of PE or Venture Capital firms that invest in the above industry sectors

### Experience

**MIDWEST FOOD INDUSTRIES, INC.**

Senior Vice President, Mergers & Acquisitions

**MONROE DAIRY INDUSTRIES, INC.**

VP, Strategy and Business Development

**DEAN FOODS CORPORATION**

General Manager – Mid-America Region  
Vice President Corporate Planning & Development

**ANHEUSER-BUSCH COMPANIES, INC.**

VP Corporate Planning & Development  
Senior Financial Analyst / M&A

### Education

**MBA Finance** Washington University, St. Louis, MO

**JD** University of Nebraska, Lincoln

**BA Economics** University of Nebraska, Lincoln

# KATHLEEN O'BRIEN

Vernon Estate, IL 60260 Cell: 827 589-8668 kob310@comcast.net

*Succeeds in keeping senior executives on schedule, on time - all across the globe*

- Possesses highest degree of integrity, supported by a flawless record of maintaining trust and confidentiality
- Engaging interpersonal style - possess excellent written and verbal communication skills
- Excels at administering projects and prioritizing tasks when faced with multiple requests, demands, and deadlines
- Skilled in Microsoft Word, Excel, PowerPoint, Outlook, Access, Visio, Wordpress, and the Internet including HTML



## **Position Objective:**

Senior Executive Assistant or Office Management (*or closely related*) position requiring strong organizational, administrative, and project management skills.

## **Target Companies / Geographic Preference:**

Prefer medium to large company environment. Thrive in fast-paced, change-driven business settings. Ideally - N. Chicago suburbs - maximum driving commute time of 40-45 minutes.

**Contacts:** Seeking referrals to employees, HR contacts or corporate recruitment managers in these companies for job leads and informational meetings:

Medline Industries Baxter Healthcare CDW American Hotel Register Walgreens Rexam Pactiv Brunswick Corporation Allstate Insurance Uline Industries Takeda Pharmaceuticals Astellas Pharma U.S. Fortune Brands Stericycle W.W. Grainger Solo Cup Zebra Technologies Abbott Labs CVS Caremark Condell Health Corp. CDW Cardinal Health Abbott AbbVie IDEX Corporation Siemens Diagnostics

## EXPERIENCE

HEALTHCARE SYSTEMS, INT'L. McGaw Park, IL Senior Executive Assistant (to the President and CEO)	2011 - Aug, 2017
JOHNSON CONTROLS Racine, WI Senior Executive Assistant (to the VP Operations)	2006 - 2011
N'WESTERN / LAKE FOREST HEALTH SYSTEM Lake Forest, IL Executive Assistant (to the System VP Finance)	2002 - 2006
MEETING DESTINATIONS, INC. Libertyville, IL Corporate Meeting Facilitator (to the Director Events Planning)	1999 - 2002

## EDUCATION

Associate Degree, Business Policy & Practice College of Lake County, IL 1999

- Dean's List
- Varsity Volleyball - Captain, 1999
- Student Chair, CLC Habitat for Humanity Project, 1998

# ROBERT F. PALMER

1331 Jackson Place Grove, IL 60619 (C): 874-247- 7897 [rfpalmer@gmail.com](mailto:rfpalmer@gmail.com)

Cross-trained experience in distribution, materials handling, fork lift operations, and assembly processes, with hands-on or supervisory performance across a variety of production, manufacturing support, and equipment maintenance responsibilities. A diligent worker who consistently produces top quality work.



- Skilled hand and power tools operator
- Hard working and reliable
- Excellent safety and attendance record
- Strong mechanical aptitude
- Experienced in lead / training roles
- Quick study – eager to learn new skills

## SKILLS / CAPABILITIES

- ✓ Operate hand tools, measuring devices, and small power tools
- ✓ Set up and calibrate basic mechanical equipment
- ✓ Assemble product and sub-assemblies into final product
- ✓ Inspect, clean, and perform repairs to ensure quality standards are met
- ✓ Operate fork lift, fork truck, automated conveyors, other material handling equipment
- ✓ Troubleshoot and resolve causes of production line downtime
- ✓ Repair or assist mechanics in equipment repair, installation and modification
- ✓ Orient / train warehouse and production workers on job processes and safety procedures

## EQUIPMENT

Fork Lift Fork Truck Palletizers Automatic Welders Milling Machines  
Pneumatic Production Machinery Power and Hand Tools Banding Machines  
Lathes Overhead Crane Conveyors Spray Painter Drill Press

**Position Objective:** Operator / Lead Operator / Supervisor in assembly, production, warehousing, or shipping / distribution operations. **Geographic Preference:** w/in 40 miles Zip 60619

### Target Companies:

IDEX Corp. Machinery Systems, Inc. Cummins-Allison Temp Equipment Corp. Advance Systems  
Amtec Precision Products Electrocon, Inc. Sentral Assemblies Pactiv Corp. MECA Tools Corp.  
EH Watts Co. Tenneco Automotive Hexacomb Corporation Flashcut CNC Blumberg Machinery  
Edward Don & Co. CDW Cardinal Castings Medline Industries Libertyville Metallic, Inc.

**Seeking:** Job leads, referrals or introductions to present / past employees of these companies

## EMPLOYMENT HISTORY

### ILLINOIS MACHINE & TOOL WORKS

- Lead Operator - Sub-Assemblies 2011 – 2017
- Production Operator / Lead 2008 – 2011

### FOODSERVICE INDUSTRIES, INC.

- Production Operator 2003 – 2008
- Assembler 2001 – 2003

**UNITED STATES ARMY** Fort Riley, KS 1997 – 2001  
- Corporal / Team Leader, Vehicle Parts Replenishment Depot

## EDUCATION

Graduate Elgin Vocational High School, Elgin, IL 1995  
Certificate – U.S. Army Vehicle Maintenance Courses I, II and III – 24 weeks

# Jeffrey E. Brooke

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<p><b>Profile Summary</b></p>	<p>Senior Industrial Executive with over 12 years in Division President/General Manager P&amp;L roles leading several divisions of ACME International and Astro Erehmann Corporation. Led divisions with over \$700 million in revenue, 5,000 employees and manufacturing facilities in the US, Canada, Mexico, East and West Europe, and Asia.</p>	
<p><b>What I'm Looking for</b></p>	<p><b>Target Industries</b></p> <ul style="list-style-type: none"> <li>◆ Manufacturing companies or divisions of larger corporations serving the business to business marketplace with revenues between \$100 million and \$1billion</li> </ul> <p><b>Useful Contacts</b></p> <ul style="list-style-type: none"> <li>◆ Executive Recruiters</li> <li>◆ Manufacturing Executives – CEO, COO, President, other Senior Level</li> <li>◆ Board Members of Manufacturing Companies</li> <li>◆ Private Equity Investors, Commercial Bankers, Investment Bankers</li> <li>◆ Public Accountants</li> <li>◆ Attorneys – Business, Tax, Mergers &amp; Acquisitions</li> </ul>	<p><b>Ideal Position</b></p> <ul style="list-style-type: none"> <li>◆ President, CEO or General Manager</li> <li>◆ Division Head or GM</li> </ul> <p>A leadership role where my ability to analyze complex situations, identify the key issues, develop the strategy, form the team, and implement the action plan will achieve a company's growth and profitability objectives.</p> <p><b>Target Geography</b></p> <ul style="list-style-type: none"> <li>● Chicago Area</li> <li>● Midwest</li> <li>● Mountain West</li> <li>● Southwest or West Coast</li> </ul>
<p><b>Selected Accomplishments</b></p>	<ul style="list-style-type: none"> <li>◆ Turned around an unprofitable business by restructuring the manufacturing footprint, reducing product development cycle times, introducing a new line of controls, and growing the business by winning new customers.</li> <li>◆ Combined two divisions and raised salaried productivity 29% by leveraging functions within the organization.</li> <li>◆ Captured 70% of the rapidly growing front load washing market in the US by leveraging an existing European motor design and manufacturing process to meet tight customer deadlines.</li> <li>◆ Drove improved lead-times to grow heat exchanger sales 20% and turbine pump sales 15%.</li> </ul>	
<p><b>Selected Previous Roles</b></p>	<ul style="list-style-type: none"> <li>◆ General Manager – Americas , ACME Residential &amp; Commercial Water, Wheaton, IL</li> <li>◆ President, Astro Erehmann Appliance Motor Division, St. Louis, MO</li> <li>◆ President, Astro Erehmann Appliance Controls Division, Elgin, IL</li> </ul>	
<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>◆ MBA, Booth School of Management, Chicago, IL</li> <li>◆ BS, Mechanical Engineering, Boston College, Boston, MA</li> </ul>	