I'm a job seeker. I'm a job seeker. I'm a nonprofit worker. I'm a nonprofit worker.



### Job Requirements

Valid Driver's License

Forklift Operation Certificate

High School Education or Equivalent I'm an employer. I'm an employer.

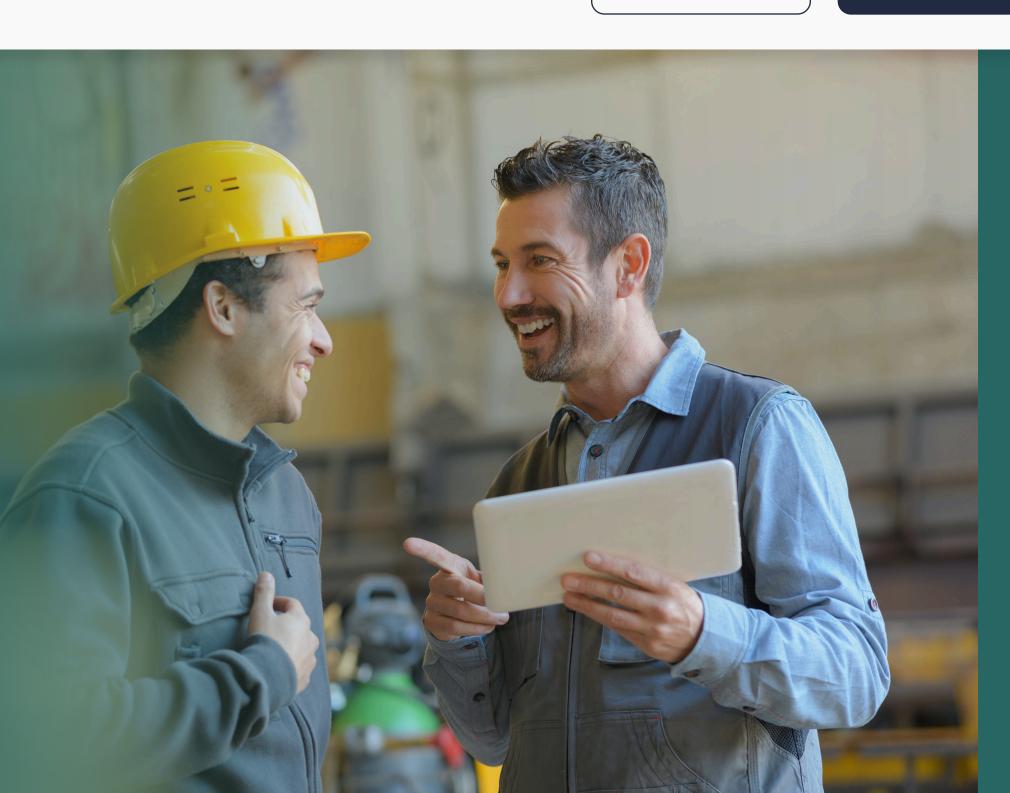


**Case Managers** 

## Connecting You to Jobs and the Support You Deserve.

At ReachOut, we introduce people with criminal records to fair-chance employers who believe in their potential. With personalized job matches and an extensive resource database, we're here to help people build a new future, one connection at a time.

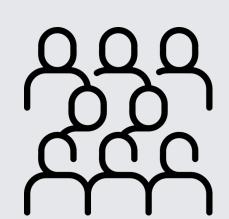
**Get Started Now!** 



## Who We Are

Our mission is to empower individuals with second chances. We strive to break barriers, foster trust, and create pathways to brighter futures through job placement, resources, and advocacy.

## **Our Impact**



Over **2,000** job seekers placed in meaningful employment.

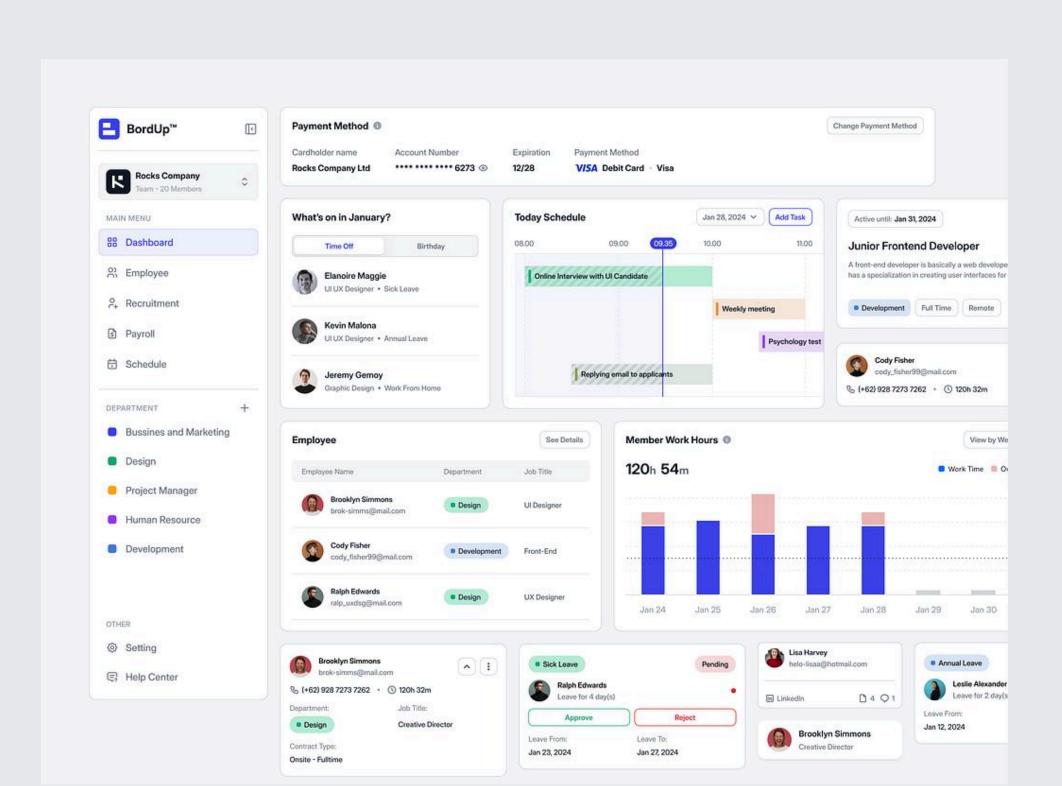


60% of clients secured interviews within the first 3 months.



**500+** nonprofit organizations and fair-chance employers actively engaged.

## **Our Key Features**



## **Al-Powered Job Search**

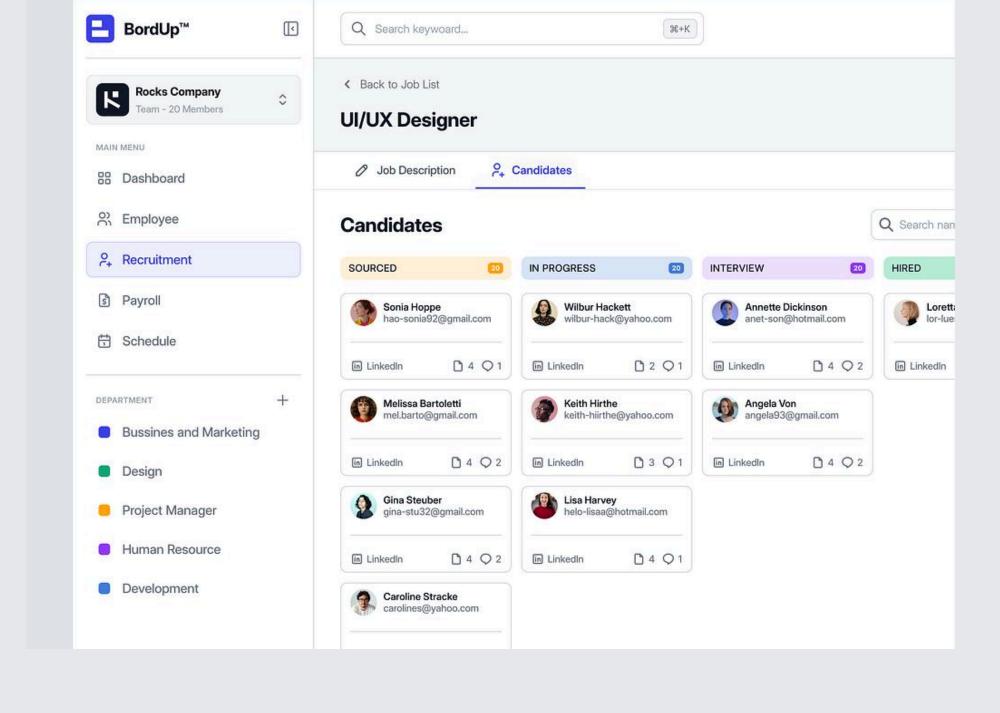
- Over 100,000 Potential Offers: View a list of jobs featuring more than 1,200 companies open to hiring people with criminal records.
- Compatibility: View which jobs are most suited for your skill set, preferences, and criminal background.
- Skill Development Insights: View and access a list of gaps in your skills needed for different jobs.

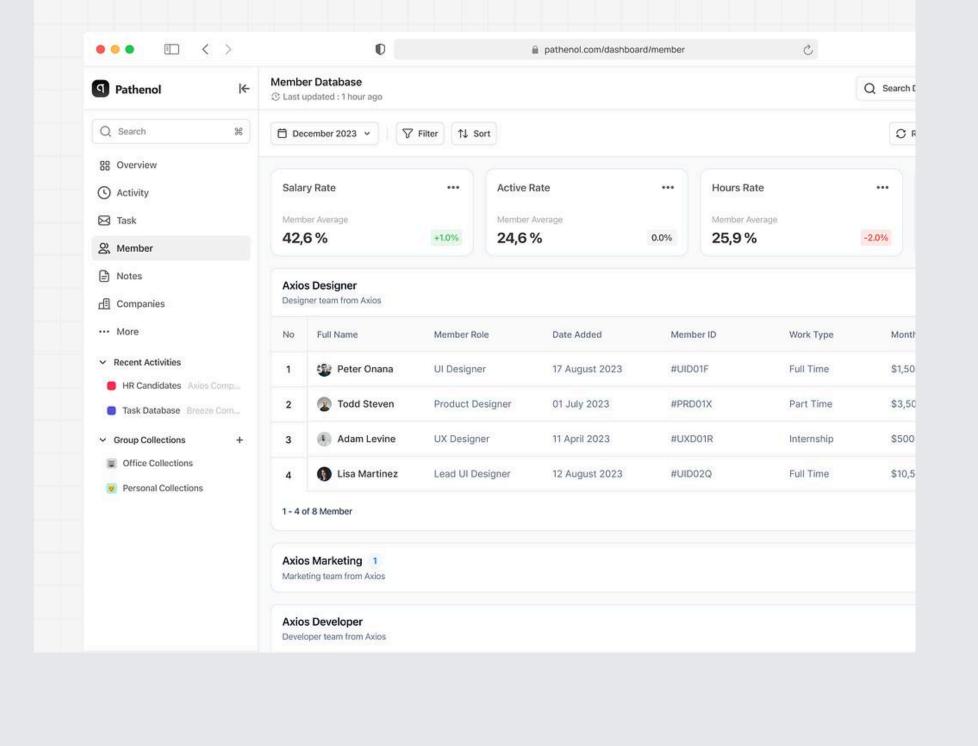
**View Jobs** 

## **Progress Tracking**

- Over 100,000 Potential Offers: View a list of jobs featuring more than 1,200 companies open to hiring people with criminal records.
- Compatibility: See which jobs are most suited for your skill set, preferences, and criminal background. • Progress Tracking: Receive real-time updates on the
- status of applications.

**View Demo** 



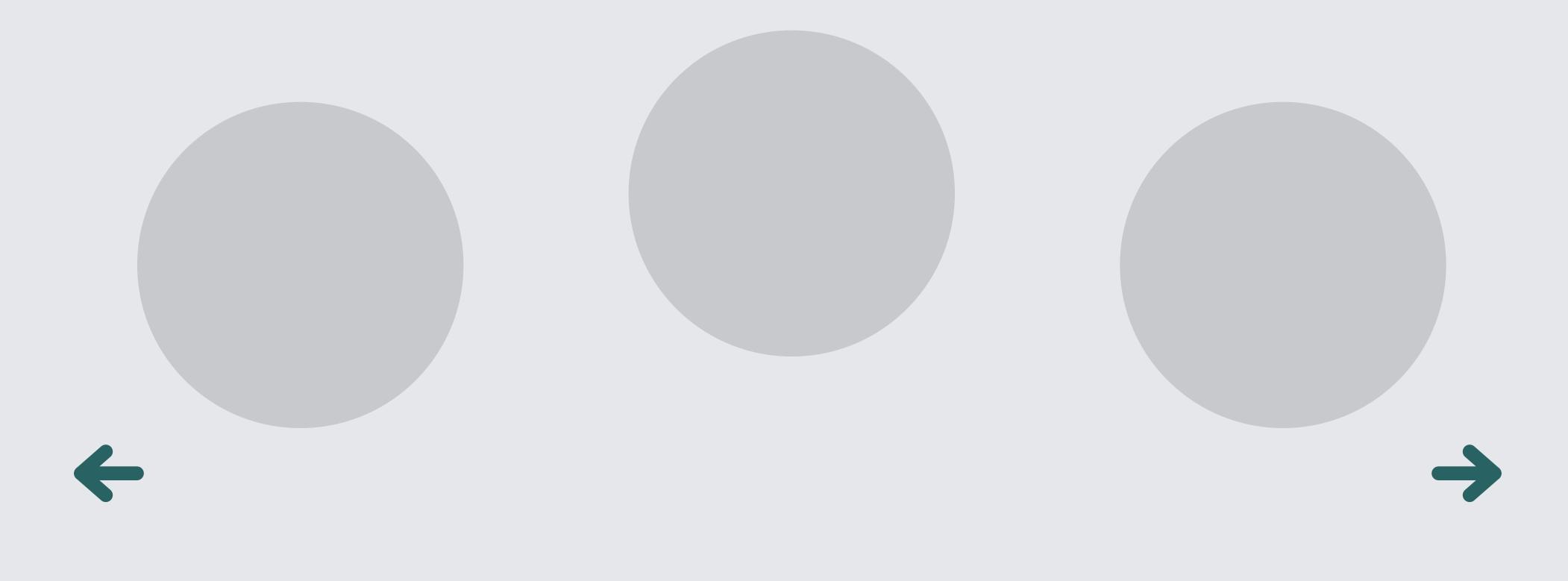


## **Resource Database**

- Over 100,000 Potential Offers: View a list of jobs featuring more than 1,200 companies open to hiring people with criminal records. • Compatibility: See which jobs are most suited for your
- skill set, preferences, and criminal background. • Progress Tracking: Receive real-time updates on the
- status of applications.

**View Resources** 

## **Success Stories**



**Case Managers** 

Find Resources

View Live Demo

Find Employment

Find Employment Find Resources View Live Demo

**Job Seekers** 

**Employers** 

Find Employment

**About Us** 

Find Employment





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## Which Role Matches You Best?

I'm a job seeker.

I'm a nonprofit worker.

I'm an employer.

### Sign In







Sign in with your Email

**Email** 

**Password** 

Password

Remember Me

**SIGN IN** 

Don't have an account? Sign Up

Forgot your password?

### Sign Up







First Name

First Name

Last Name

Last Name

Email

**Email** 

Password

Password

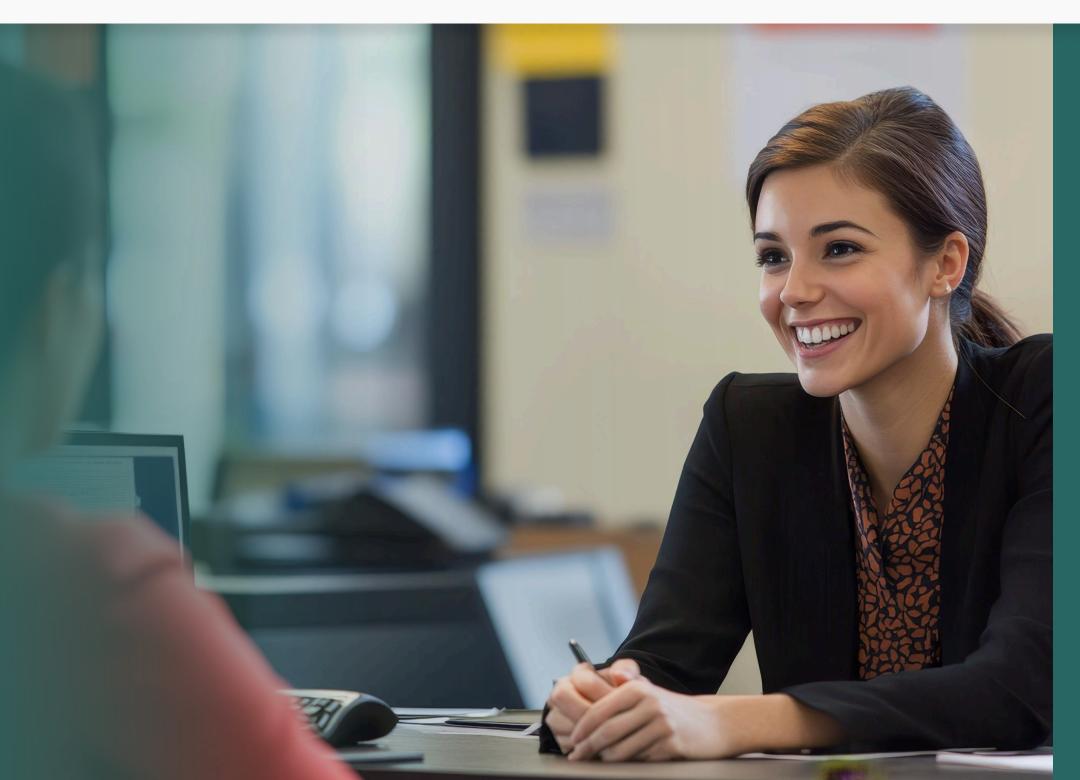
Remember Me

**SIGN UP** 

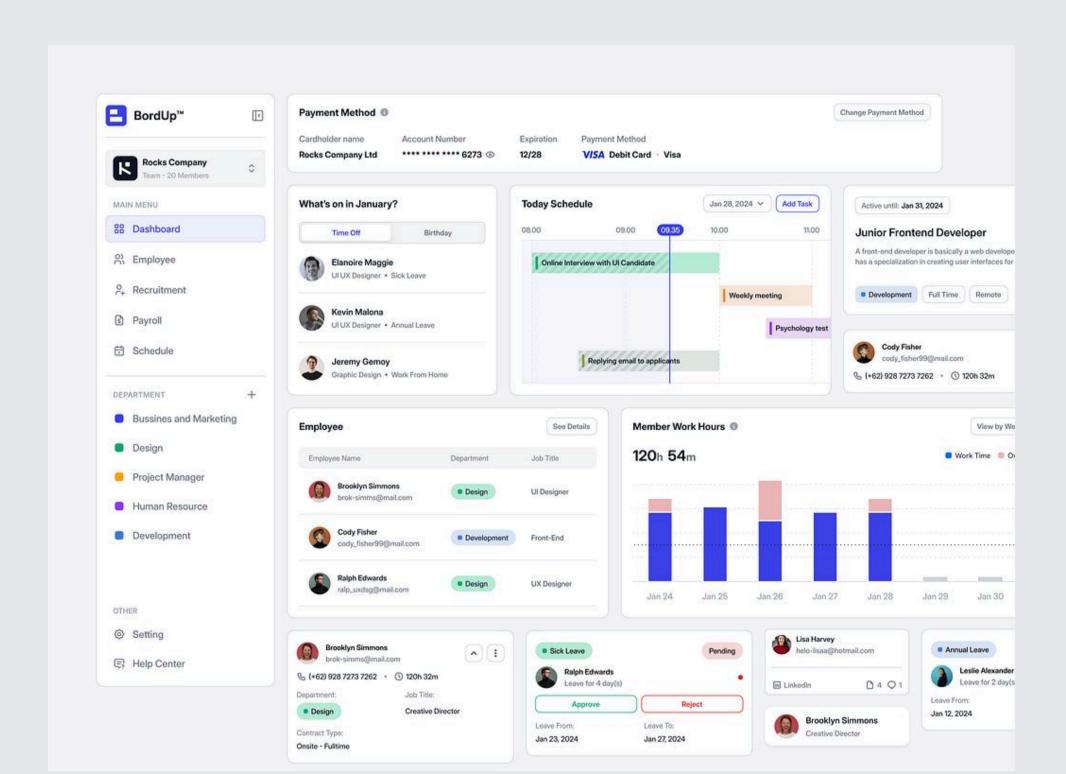


ReachOut believes nonprofit organizations are the first step to helping previously incarcerated individuals begin their new lives. That's why we've built a platform that allows you to empower these individuals by providing all the tools and resources you'll need.

**Get Started Now!** 



## Features Tailored For You



## Second-Chance Job Listings

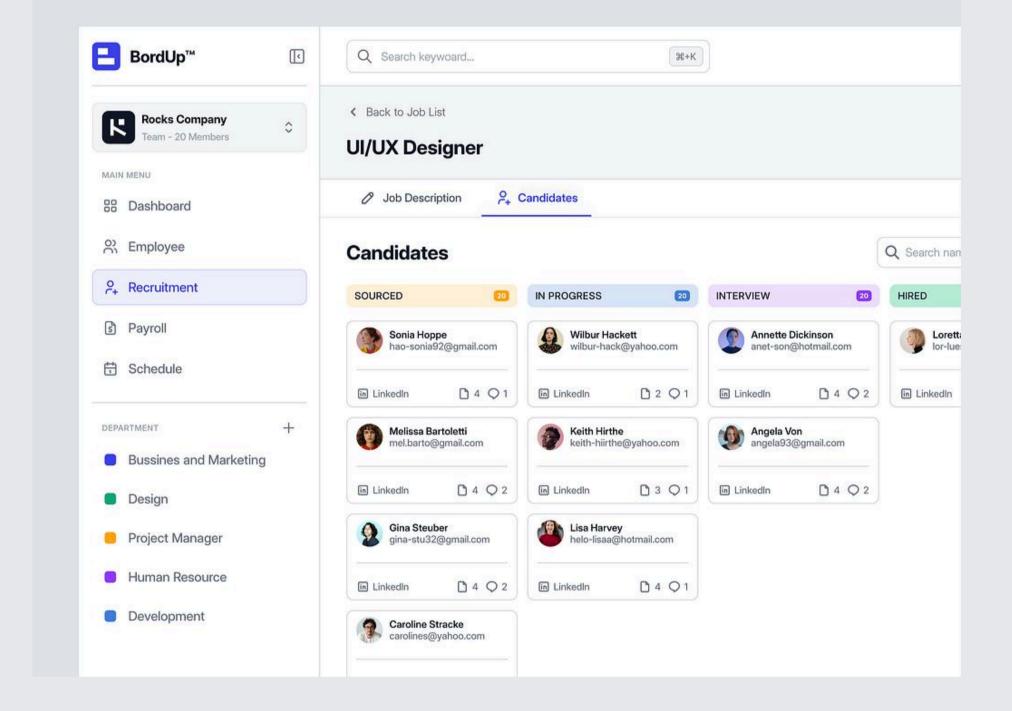
- Over 100,000 Potential Offers: View a list of jobs featuring more than 1,200 companies open to hiring people with criminal records.
- Compatibility: View which jobs are most suited for your client based on their skill set, preferences, and criminal background.
- Automated Applications: Simply choose which client you're applying for and we'll do all the hefty work.

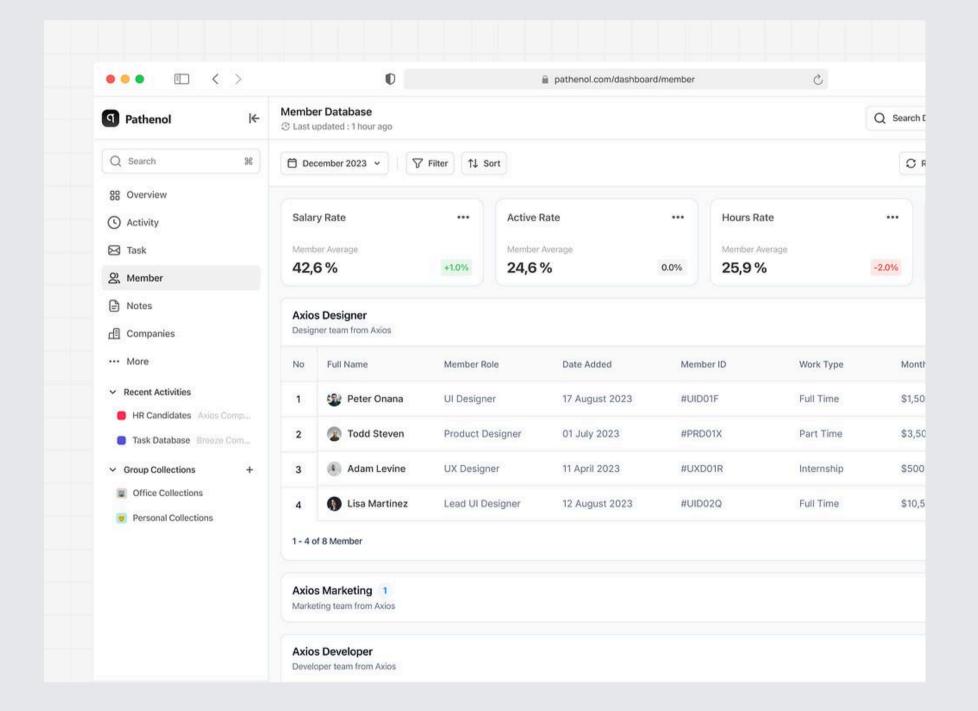
View Jobs

## **Centralized Client Management**

- Client Dashboard: Add and keep track of all your clients and their details in one page.
- **Progress Tracking:** Review and receive real-time updates on the progress of your client's applications.

**View Demo** 





## Resume Builder

- Al-Automation: Answer a few questions about your client and allow our trained Al model to create an industry-ready resume in minutes.
- Upload: Already have a resume? Upload it and our AI will provide suggestions for improvement to meet industry standards.

Try Now

## **Frequently Asked Questions**

Can't find what you're looking for? Contact us <u>here</u>.

## Can ReachOut help clients with little to no work experience?

Yes! ReachOut is designed to help individuals with any amount of experience. We provide a database of educational materials and skill-building workshops to prepare your clients for the workforce. ReachOut's job dashboard also allows you to curate a list of entry-level jobs.

## Can clients apply directly to jobs, or do I need to apply on their behalf?

Yes! Clients are able to make their own accounts at ReachOut where they can apply to job listings themselves. If you'd like, you can assist by reviewing their applications and providing feedback

## Does ReachOut support clients with specific needs, such as disabilities or substance recovery?

Yes! ReachOut is passionate about inclusivity and ensuring that our services accommodate people with all sorts of needs. We believe in transparency and encourage employers to indicate whether their workplace is suitable for people of various needs including wheelchair accessibility, remote options, and onboarding support.



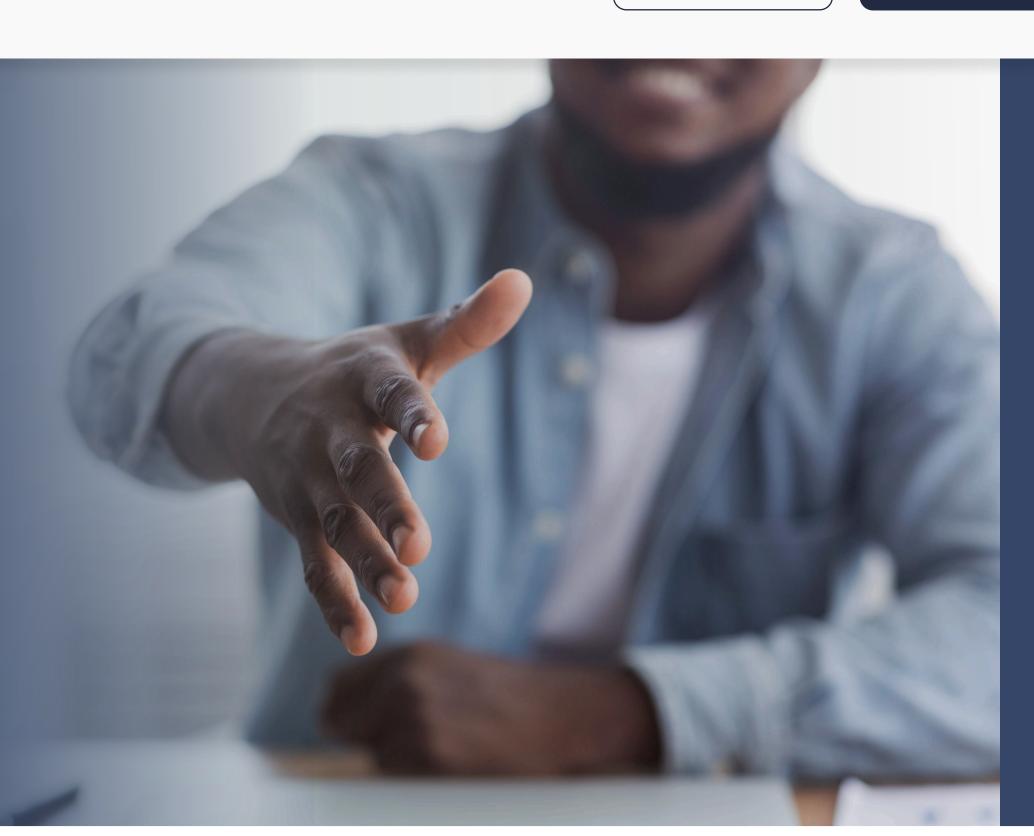
Find Employment

Find Employment

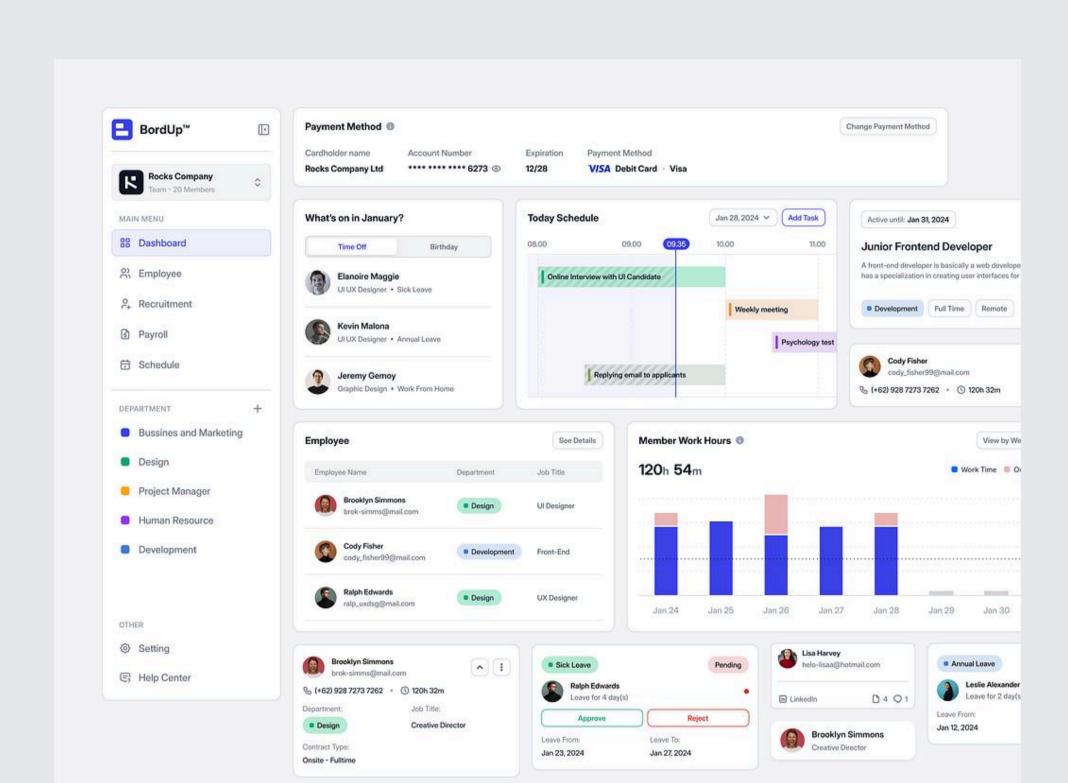
## Find Jobs That Value You and Your Skills.

Your skills, experiences, and determination define your potential-not your past. That's why we connect you with employers who see your value and are committed to giving you the opportunity to succeed. Whether you're looking to start fresh, build a career, or explore new possibilities, we're here to support you at every step.

**Get Started Now!** 



## Features to Help You Succeed



## **Second-Chance Job Listings**

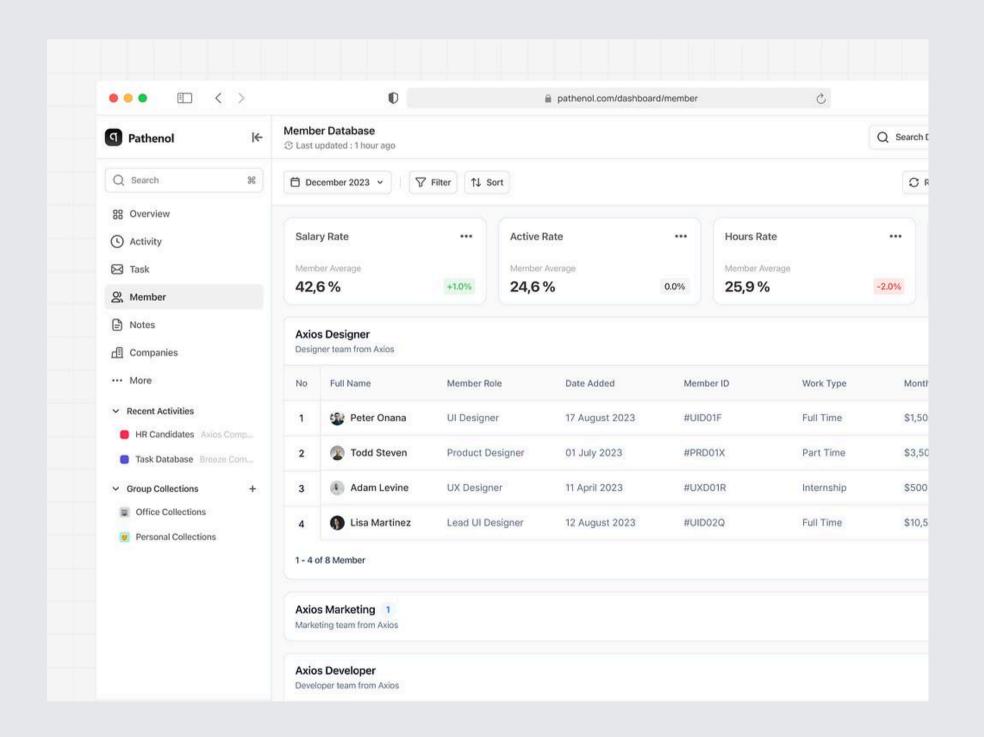
- Over 100,000 Potential Offers: View a list of jobs featuring more than 1,200 companies open to hiring you.
- Compatibility: View which jobs are most suited for you based on your skill set, preferences, and criminal background.
- Automated Applications: Simply choose which job you want to apply for and we'll do all the tedious work for you.

**View Jobs** 

## **Progress Tracking**

- Real-Time Updates: Receive updates as the employers reviews your application.
- Centralized View: See a list of all your active and inactive applications in one page.
- Employer Feedback: Get helpful insights from employers on the strengths of your application and suggestions for improvement to boost your chances of success.

**View Demo** 



#### **BordUp™** 3€+K Q Search keywoard... < Back to Job List Rocks Company UI/UX Designer Job Description Candidates BB Dashboard S Employee **Candidates** Q Search nar 2 Recruitment IN PROGRESS SOURCED § Payroll Schedule D 2 Q 1 D 4 Q 2 in LinkedIn DEPARTMENT Bussines and Marketing 0402 D3 Q1 0402 Design Lisa Harvey Project Manager Human Resource 0401 Development Caroline Stracke

## Resume Builder

- Al-Automation: Answer a few questions about yourself and allow our trained AI model to create an industry-ready resume in minutes.
- Upload: Already have a resume? Upload it and our AI will provide suggestions for improvement to meet industry standards.

**Try Now** 

## **Frequently Asked Questions**

Can't find what you're looking for? Contact us <u>here</u>.

## Does it cost anything to use ReachOut?

No, ReachOut is completely free to all users. Our full library of resources, tools, and support features can be accessed at no cost.

### What resources are available to help me prepare for jobs?

We offer resume and cover letter templates, interview tips, and guides on building workplace skills. You can also access training programs and certifications to enhance your employability.

## What should I do if I need help using ReachOut?

Our support team is here to help! You can contact us through the help center or email us directly with any questions or concerns.

## **Case Managers**

**Employers** 

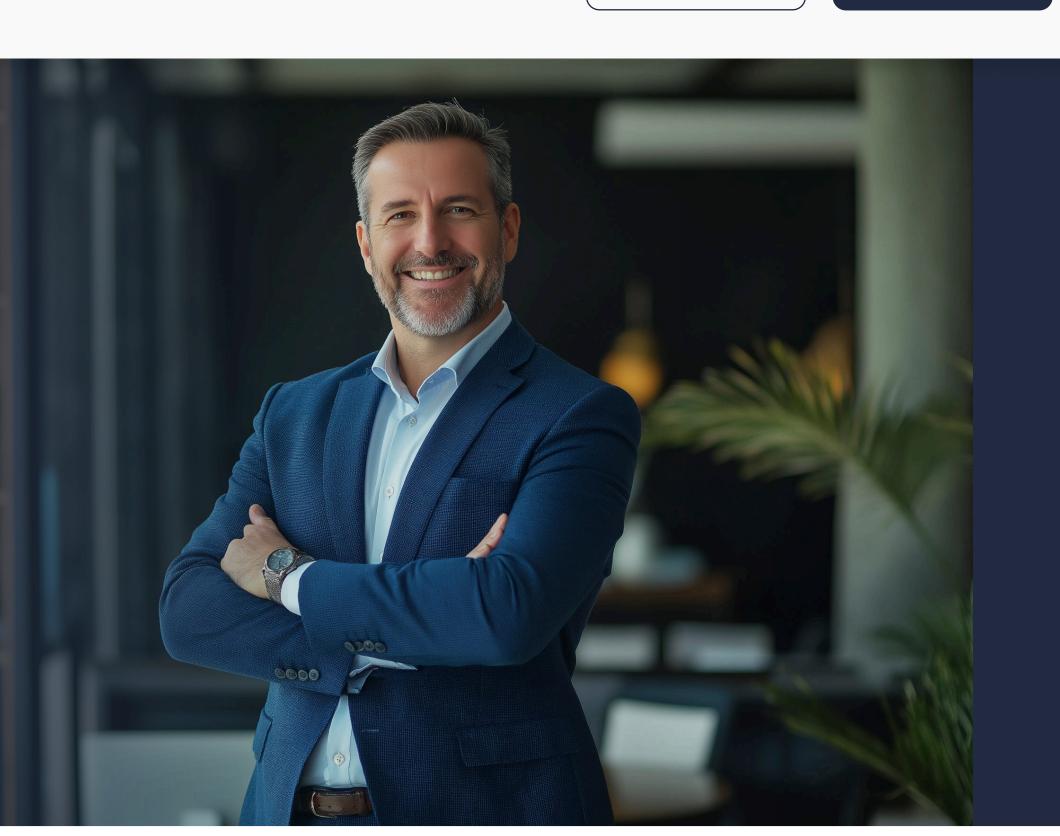


View Live Demo

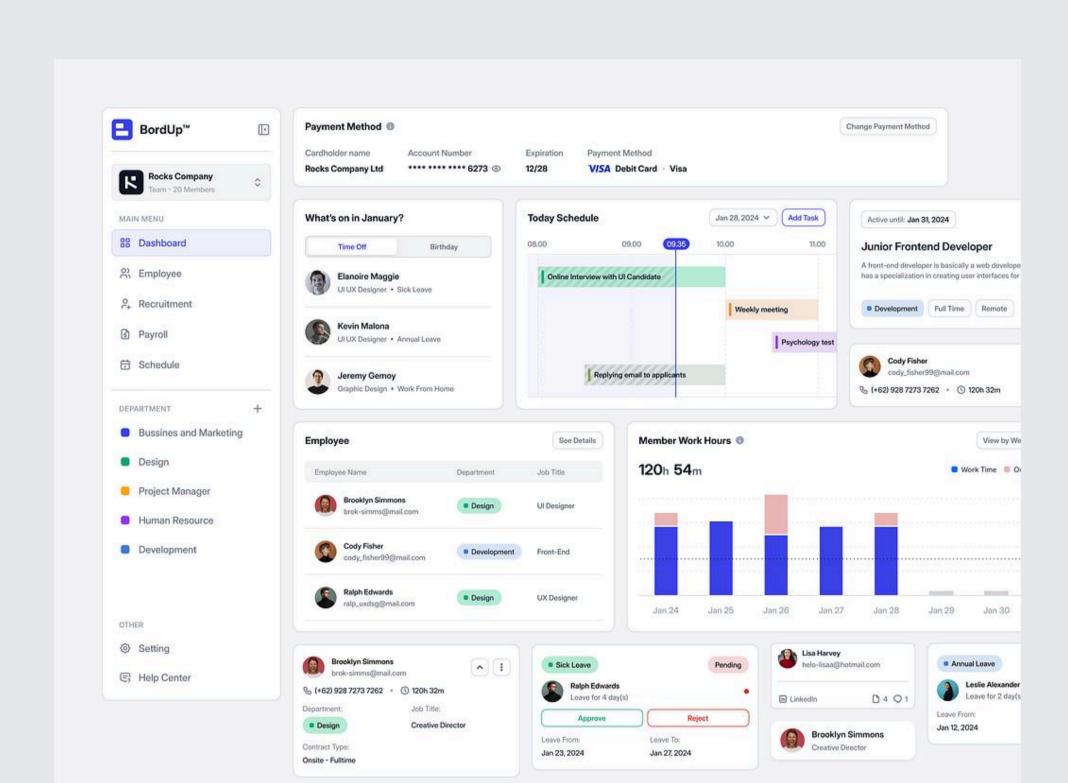
# Build Your Workforce and Transform Lives.

Discover how second-chance hiring can benefit your business. From accessing tax credits to improving retention rates, ReachOut makes it easy to connect with motivated candidates who are ready to make an impact.

**Get Started Now!** 



## Features Designed For Easy Hiring



## **Job Posting & Matches**

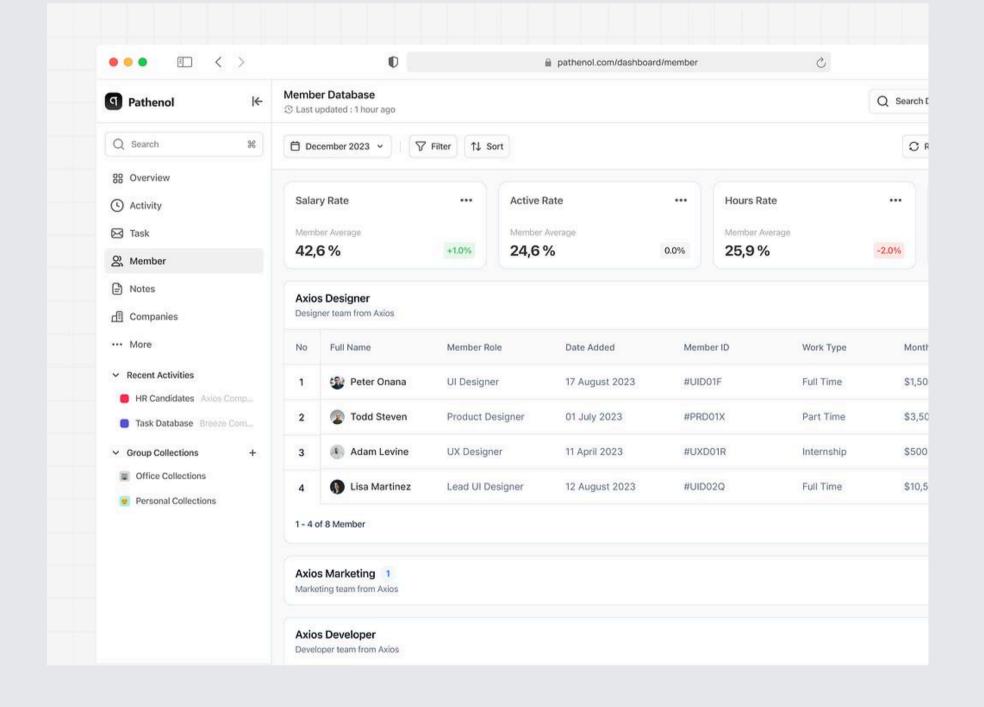
- Candidate Recommendations: View a list of potential hires who meet your specific requirements.
- Centralized View: Manage all your current and past job listings with ease on one page.

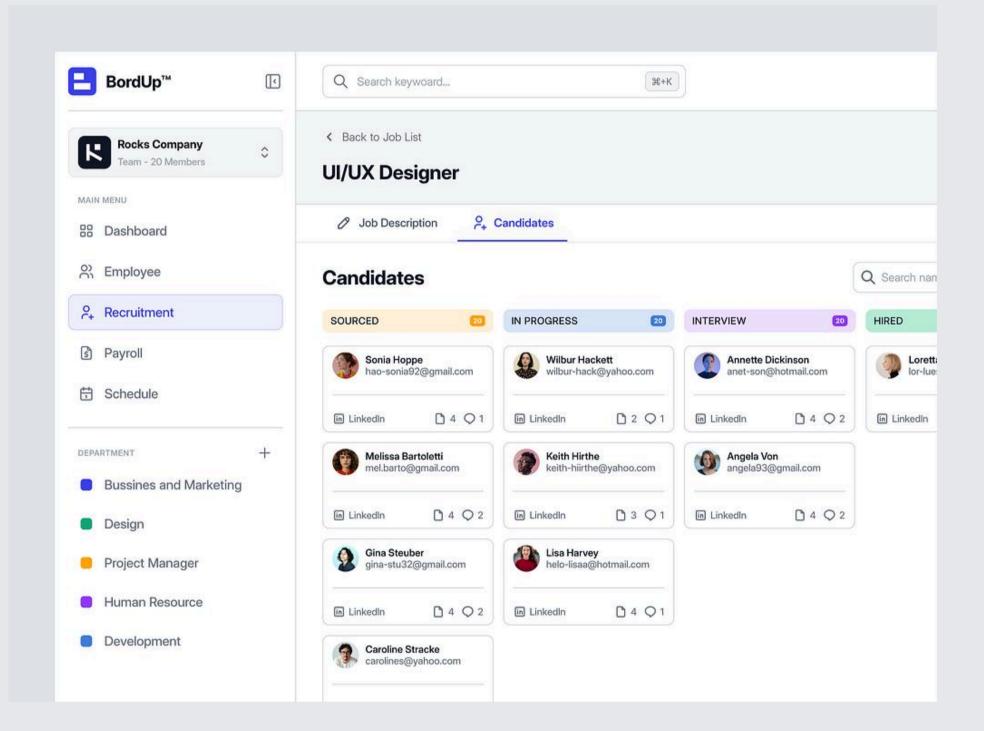
Post a Job

## **Applicant Tracking**

- Streamlined Organization: Keep track of all the candidates that have applied to your posting and drag and drop them into the appropriate categories (i.e. "Under Review", "Interview", etc.).
- Applicant Profiles: View all candidate details at a glance, including resumes, skills, and work history, directly on their application cards.

View Demo





## **Resource Database**

- Second-Chance Hiring Guides: Access comprehensive guides on implementing second-chance hiring practices, including tips for onboarding and retention.
- Legal Compliance Support: Stay informed about local and federal hiring laws, including Ban the Box and other second-chance hiring policies.
- Tax Incentive Information: Learn how to access programs such as wage subsidies, the Federal Bonding Program, and provincial incentives designed to support employers hiring individuals from marginalized backgrounds.

Learn More

## **Frequently Asked Questions**

Can't find what you're looking for? Contact us <u>here</u>.

## Why should I consider second-chance hiring?

Second-chance hiring allows you to access a motivated talent pool, reduce turnover rates, and contribute to your community's growth. Studies show that second-chance employees often outperform their peers in terms of loyalty and productivity.

## Will I be notified about updates on applications?

Yes, you'll receive notifications when candidates apply, respond to interview requests, or update their profiles.

## Is my company's information secure on ReachOut?

Absolutely. We use advanced security measures to ensure your data and candidate information remain private and protected.

## Case Managers

Find Resources

View Live Demo





Have any questions? Send them our way and we'll get back to you within 1-2 days business days.

reachout@info.com

(604)-123-1234



ReachOut





### Please Fill (\*Required):

*First Name	*Last Name			
*Email				
*Subject				
*Message				
Submit				

Case	Managers	

Find Resources

Find Employment Find Employment Find Resources View Live Demo View Live Demo

**Job Seekers** 

### **Employers**

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### **About Us**

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### **Job Listings**

Langley

Atelier Inns

Part-Time

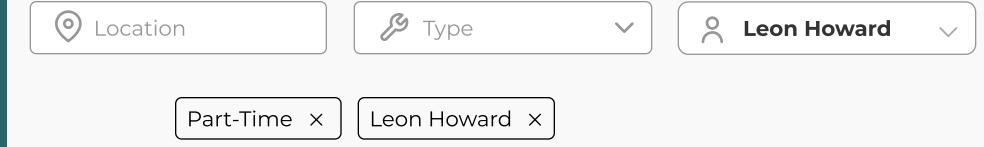
\$21.50/hr

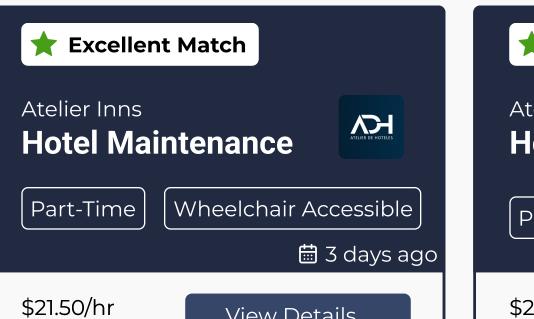
Langley

★ Good Match

**Hotel Maintenance** 

Browse the latest job listing posts. Filter by location, job type, or get AI-suggested listings based on a client.





View Details

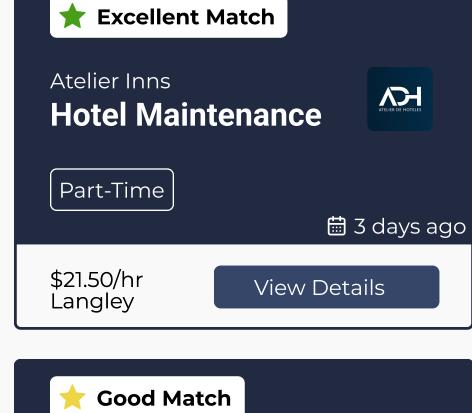
View Details

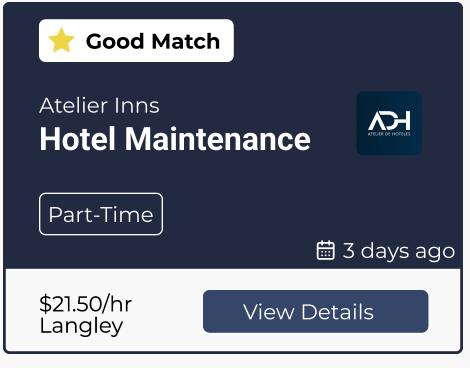
ATELIES DE HOTELES

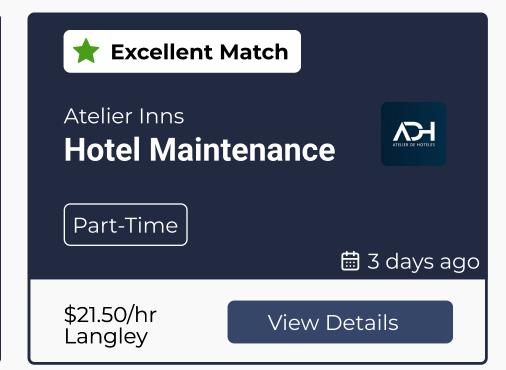
🛗 3 days ago



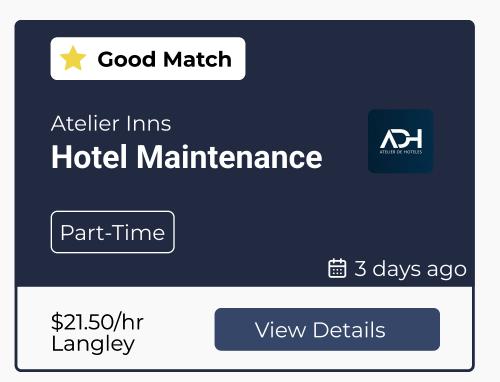








**L** Download Listings



Part Time \$27 - \$30 an hour City, Province

#### **Submit Application**

#### Requirements

- ✓ Driver's License
- ✓ Forklift Operation Certificate
- ✓ High School Diploma or Equivalent

#### **Job Description**

We're looking for a reliable and flexible person to join our team. You should be comfortable working in different environments, sometimes under tough conditions, and be able to work well with a small group. While you don't need a lot of specific technical skills, it's important that you're eager to learn, can adapt quickly, and can handle challenging situations. Having some previous experience is a plus, as it shows you're resilient and capable of taking on the job.

#### **Benefits**

- · Dental care
- Extended health care
- On-site parking
- Competitive hourly wage
- Opportunities for growth and development
- Positive, team-oriented work environment

#### **Qualifications**

- 2-4 years of experience in general labor, construction, or related fields
- Ability to thrive in physically demanding and adverse weather conditions
- · Strong teamwork skills and adaptability on-site
- Reliable transportation to the worksite

#### **Work Environment**

Outdoor work in varying wooth or conditions



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### **Client Management**

View and edit your client's information.

Active Clients | Archived Clients



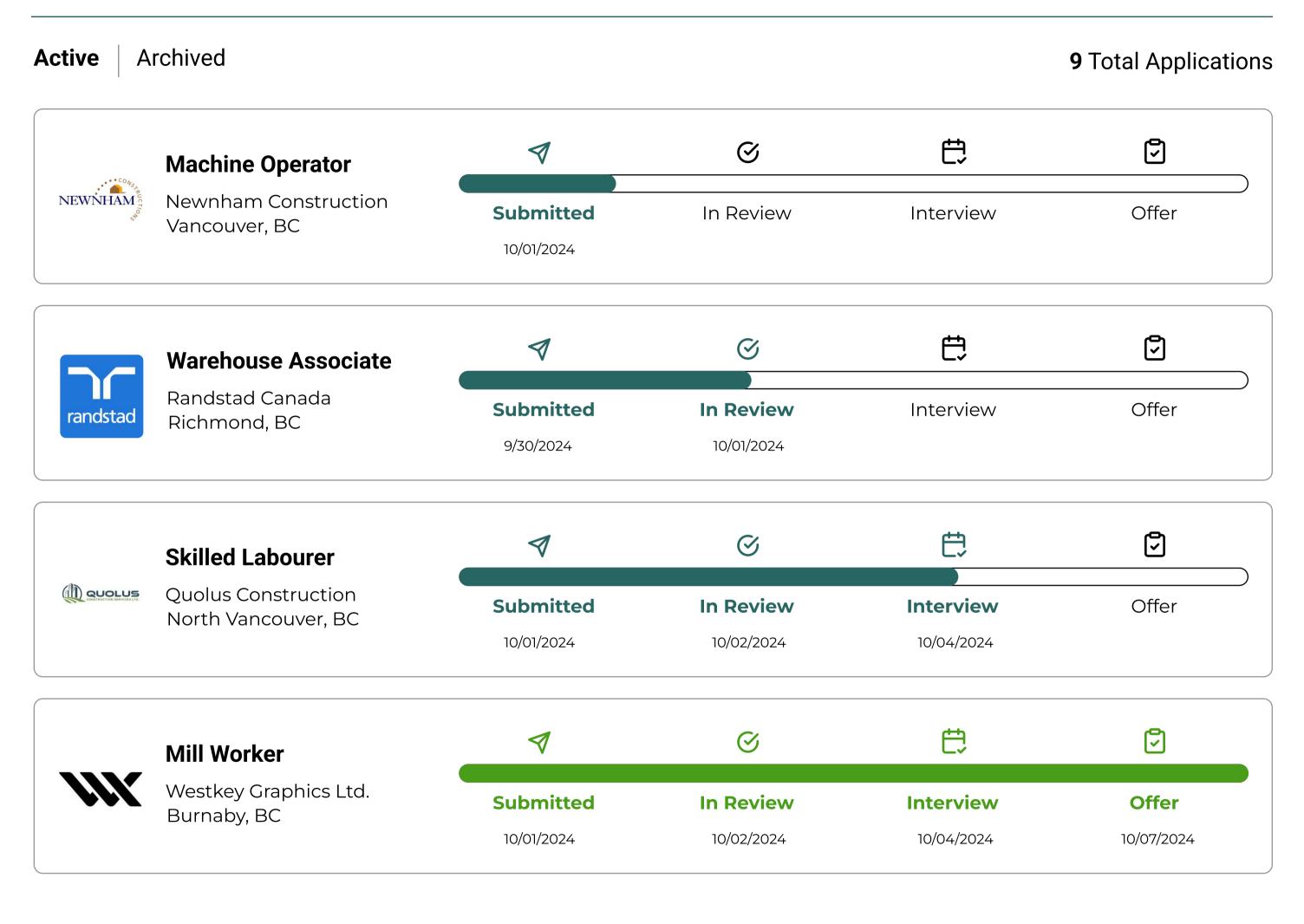


Name	Status	Company	Last Online		
Anton Hart	(Employed ▼		10/10/2024	<u>View Profile</u>	Track Applications
Salina Armstrong	(Employed ▼		10/21/2024	<u>View Profile</u>	Track Applications
Jasper Barron	(Unemployed ▼		11/01/2024	<u>View Profile</u>	Track Applications
Anya Sharp	(Unemployed ▼		11/14/2024	<u>View Profile</u>	Track Applications

### **Application History**

Leon Howard







### **Notifications**

View your notifications















[→ Logout



#### 100% completed



### **Gregory Wick**

- Burnaby, BC
- gregorywick@gmail.com
- **&** (604) 783-8879

### **Application History ⊥**

#### **Machine Operator**

Aecon Group - Vancouver, BC

Date Applied: 10/01/2024

#### **Construction Part-Time**

Goldcon Construction – Langley, BC

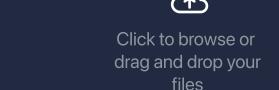
Date Applied: 10/01/2024

**Welder Full-Time** 

Gary's Welding - Kelowna BC







View Background Check





#### 100% completed



### **Gregory Wick**

- Burnaby, BC
- gregorywick@gmail.com
- **(**604) 783-8879

### **Application History 丛**

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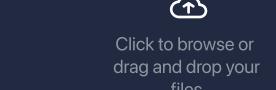
Date Applied: 10/01/2024

**Welder Full-Time** 

Cary's Welding - Kelowna BC







View Background Check







### **Job Requirements**

Background Check

Valid Driver's License

😠 1 year Managing Experience



### Job Requirements

Background Check

Valid Driver's License

### **Application For:**



Leon Howard



**Next** 



#### 79% completed













#### **Skills**

- **Team Coordination:** Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

**Basic First Aid and CPR** – Red Cross, Certified in 2023

#### **Experience**

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

 Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience.

#### **Summary**

Business administration graduate with hands-on experience in operational support and a passion for teamwork and efficiency. Eager to apply strong organizational skills and a proactive approach in an entry-level management role within a dynamic company environment.

Edit Resume



Browse the latest job listing posts. Filter by location, job type, or get AI-suggested listings based on a client.







- Resume Builder





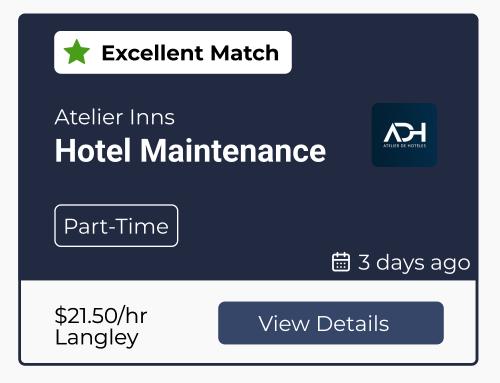
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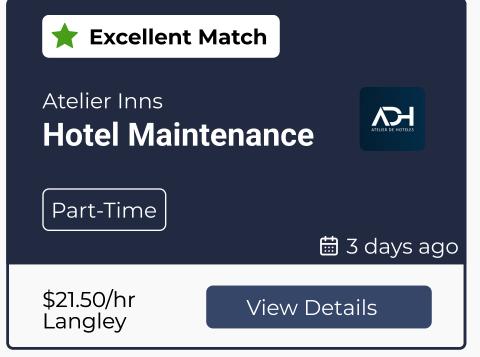


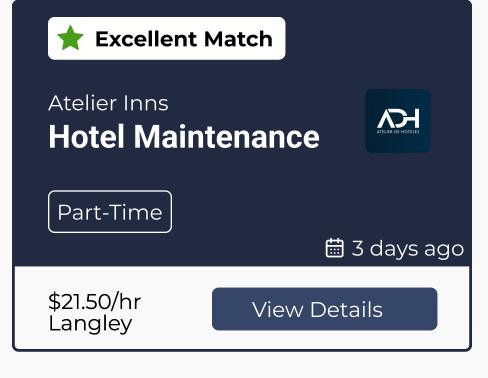




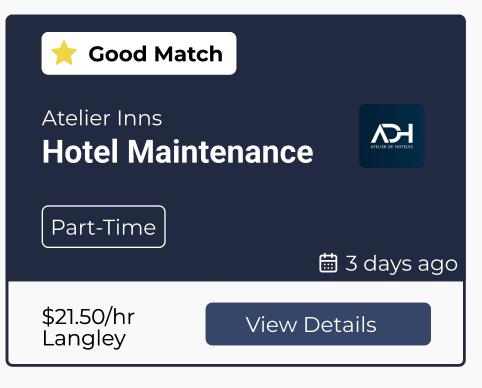




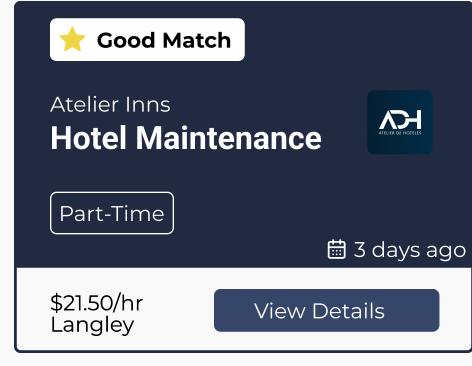


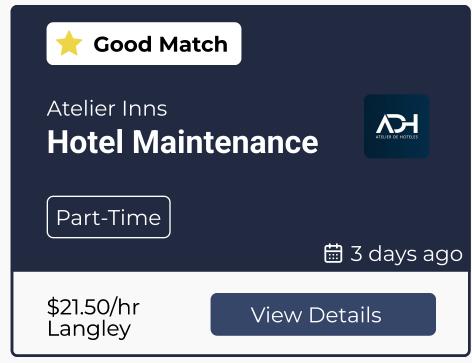














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Resume Builder

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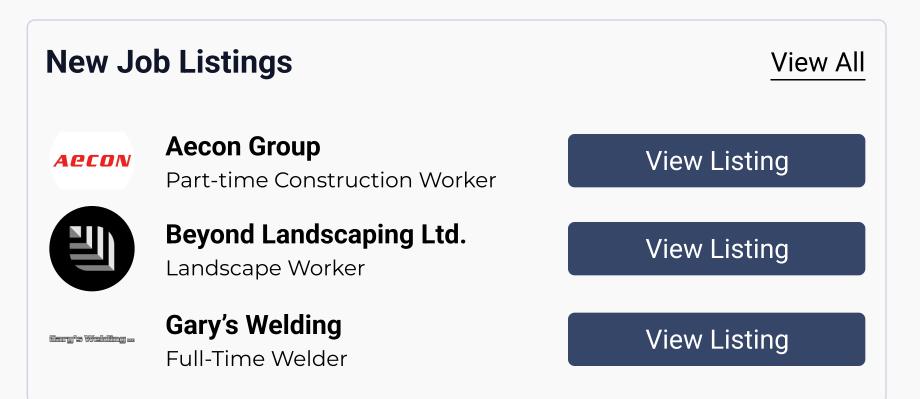
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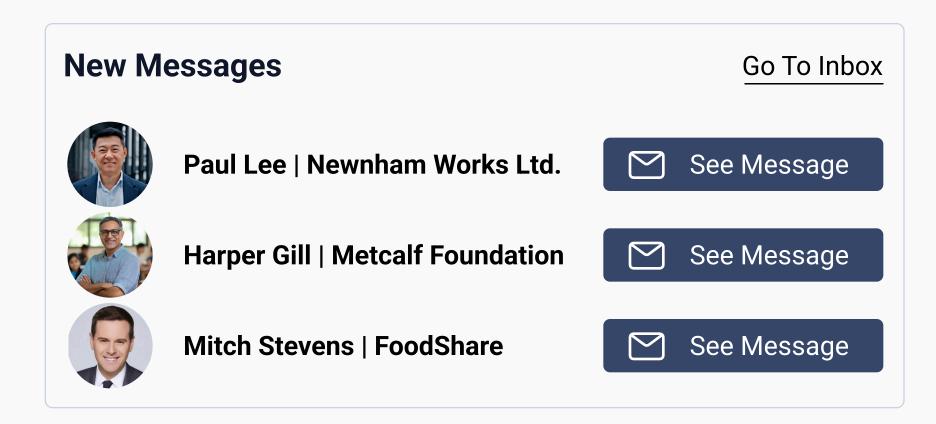


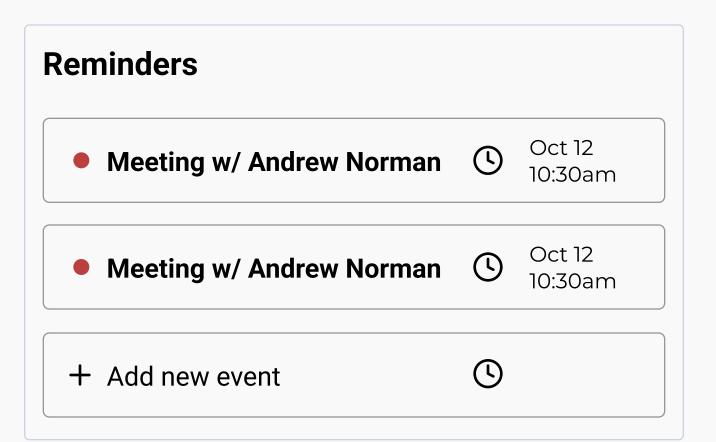
### Welcome Back, Giselle!

Monday, Dec. 13, 2024

### **Today's Overview**









Browse the latest job listing posts. Filter by location, job type, or get AI-suggested listings based on a client.



- Job Listings
- Client Management
- Resume Builder





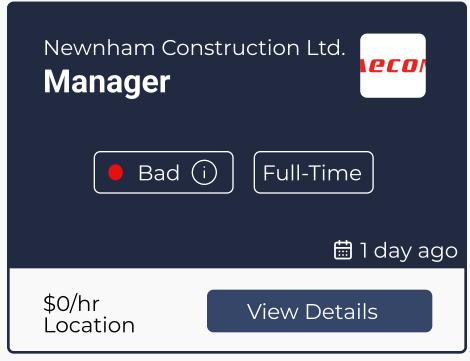
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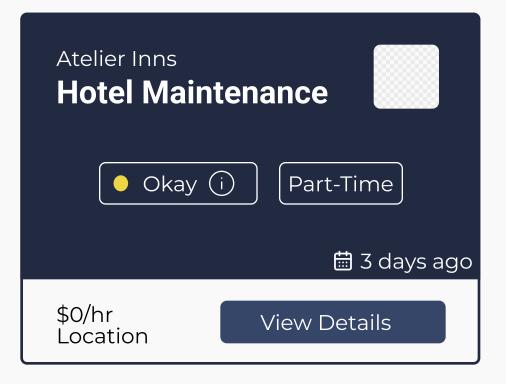


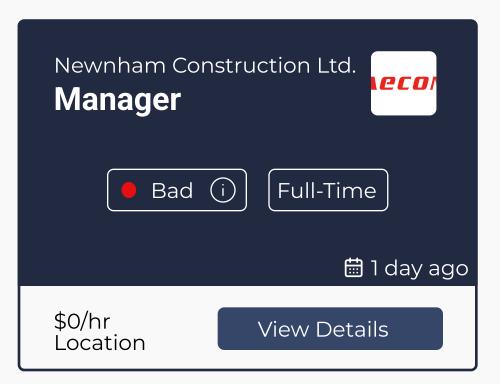


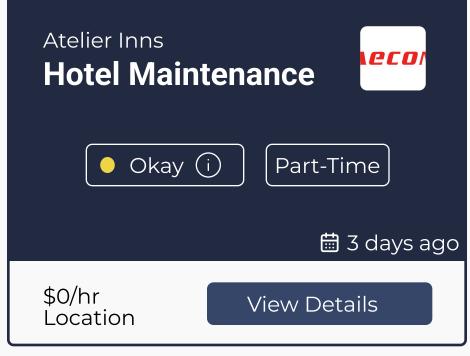


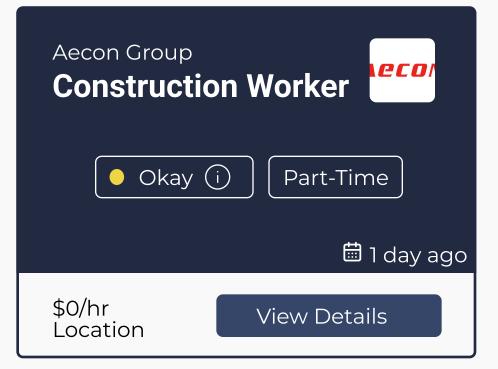












Part Time \$27 - \$30 an hour City, Province

#### **Submit Application**

#### **Job Description**

We're looking for a reliable and flexible person to join our team. You should be comfortable working in different environments, sometimes under tough conditions, and be able to work well with a small group. While you don't need a lot of specific technical skills, it's important that you're eager to learn, can adapt quickly, and can handle challenging situations. Having some previous experience is a plus, as it shows you're resilient and capable of taking on the job.

#### **Benefits**

- · Dental care
- · Extended health care
- On-site parking
- Competitive hourly wage
- Opportunities for growth and development
- Positive, team-oriented work environment

#### **Skills**

- General Labour
- Construction
- Teamwork
- Adaptibility
- · Physically Fit

#### **Work Environment**

- · Outdoor work in varying weather conditions
- · Physically demanding tasks requiring stamina and strength
- · Collaborative team-based work
- Expected hours: 30 40 per week
- Monday to Friday

Company Name

#### **Contact Information**

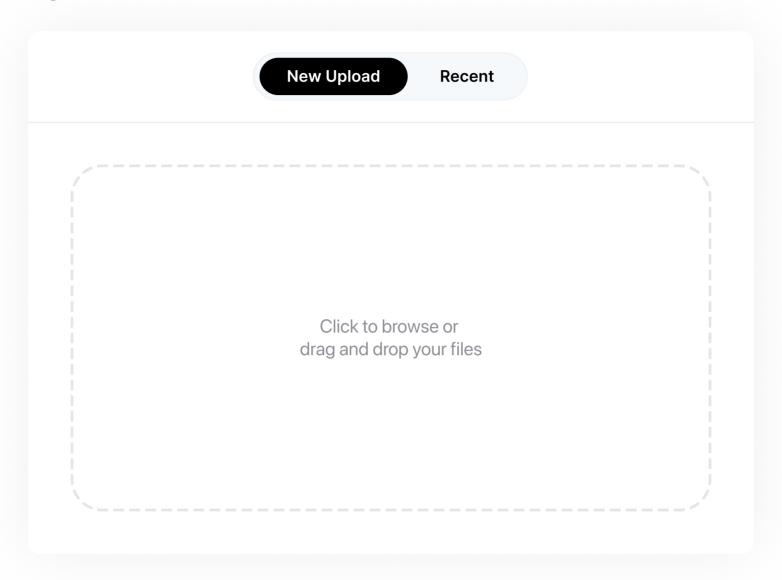
First Name*	Last Name *
Leon	Howard
City *	
Vancouver	
Email *	
lhoward@gmail.com	
Phone *	
604-978-4567	

Go Back

Next

Company Name

### **Upload Resume**



Go Back

Next

Company Name

### **Interview Availability**

Please select a range of days that you are available for an interview

Composition Compos						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	2 9	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go Back

Review

Company Name

#### **Summary**

Review your information to check if it is correct

#### **Contact**

Gregory Wick Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00



### **Availability**

November 27, 2024

**Go Back** 

**Submit Application** 

## Application Submitted!



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### **Client Management**

View and edit your client's information.

Active Clients | Archived Clients

Display 10 items







Name	Status	Company	Last Online		
Anton Hart	(Employed ▼		10/10/2024	<u>View Profile</u>	Track Applications
Salina Armstrong	(Employed ▼		10/21/2024	<u>View Profile</u>	Track Applications
Jasper Barron	(Unemployed ▼		11/01/2024	<u>View Profile</u>	Track Applications
Anya Sharp	(Unemployed ▼		11/14/2024	<u>View Profile</u>	Track Applications

### **Profile Details**

Leon Howard

Cancel

Save

#### 79% completed

#### **Contact Information ©**



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 rst	1 1	а		

Leon

Last Name

Howard

#### **Phone Number**

604-122-1897

#### **Email**

leonhoward@gmail.com

### **Education/Certifications**



#### **Educational Institution**

Vancouver Community College

#### Degree/Certification

Associate's Degree in Business Management

#### Start & End Date

09 / 2021

05/2023



Add another Degree/Certification

### **Work Experience ②**

#### Company

Gary's Welding Ltd.



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### Inbox

See messages from others.

Q Search..

All Read Unread

ReachOutMatch Found!

Hey, Giselle! ReachOut found a match for Max Anderson for...

Fatima StanApplication Status

Hello, Giselle. Your client, Gregory Wick's resume is currently...

Anton Stuart Yesterday
New Job Match

So I've seen a couple of job application that I think would ...

No message selected...





Dashboard



Job Listings



Client Management



Inbox



Resume Builder









## **Welcome to the Resume Builder!**

Create a new resume or edit an existing resume with our Al assistant.

## How do you want to start?

Pick the option that works best for you.



### **Create A New Resume**

Choose a blank template and fill in the provided fields manually.



### **Create With AI Assistance**

Answer a few questions and AI will do the rest.



### **Use An Existing Sample**

Choose from a collection of 100+ sample resumes.



### **Upload A Resume**

Upload your resume (Docx or PDF) for AI suggestions.

$\mathcal{C}$	Contac
15	Contac

Skills

(2) Certifications

Experience

Summary

(ii) References

Preview

## Contact

Edit your resume contact information

First Name*	Last Name *	
John	Doe	
Desired Job Title *		
E.g. Manager		
Phone *		
E.g. +1 568 978 4567		

Postal Code \* City \*

E.g. V8A 8C4

Email \*

E.g. Vancouver

E.g. johndoe@gmail.com

John Wick jwick@email.com (123) 234-1234

# **Settings**

Customize Your Preferences and Account Settings

General **Accessibility** Dashboard









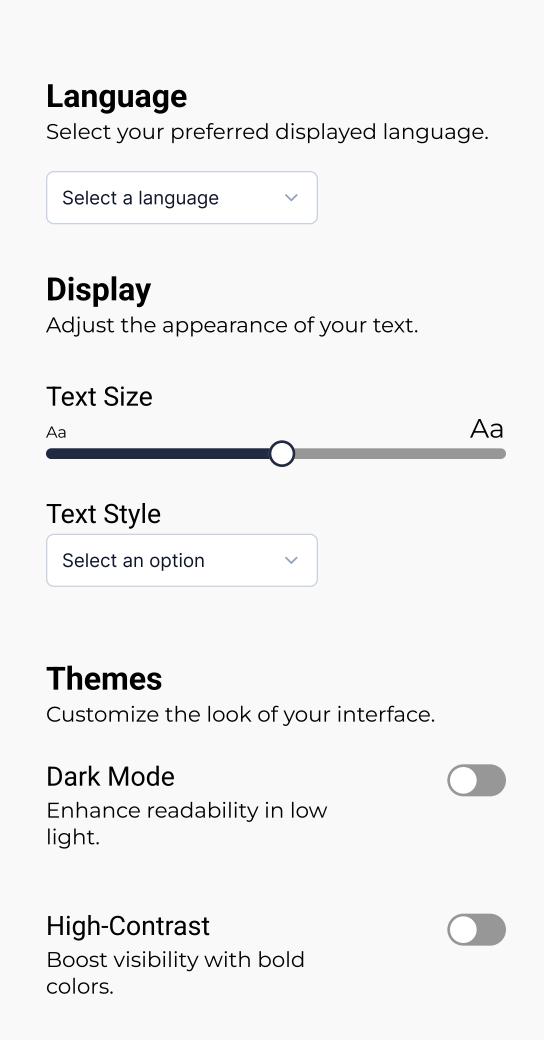


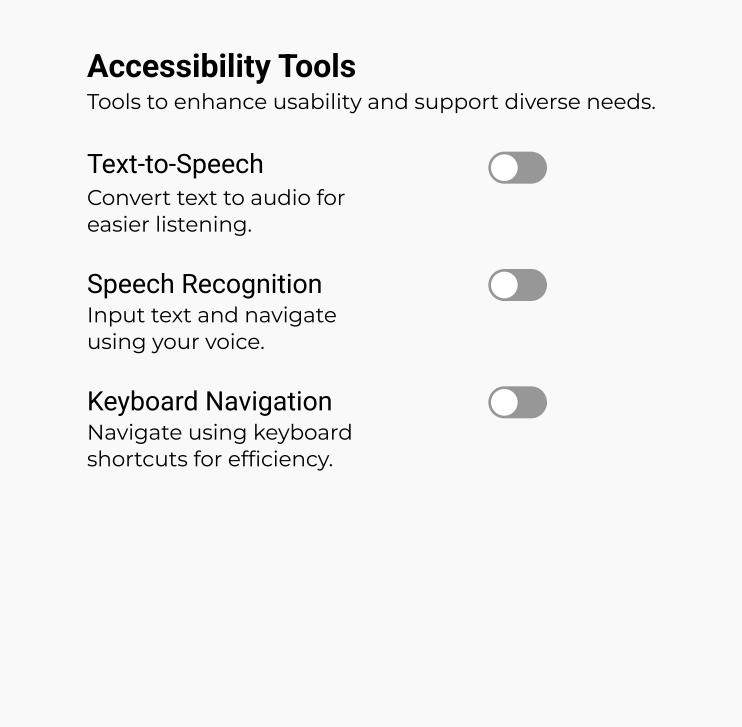












Go Back

**Save and Continue** 



Dashboard

Applications

Your listings

Resources

Maria Inbox

Notifications

Settings

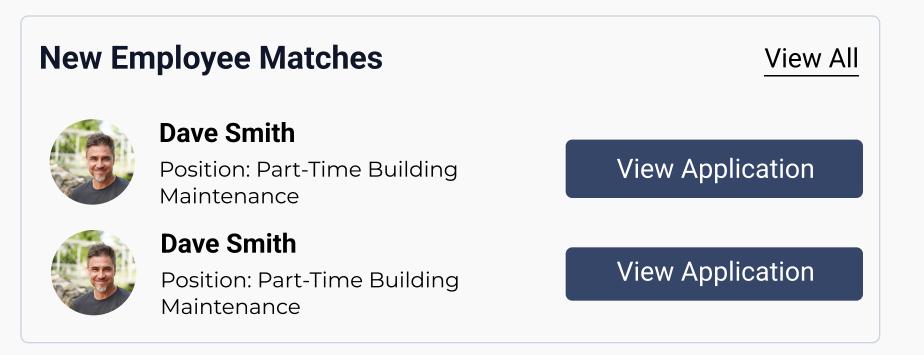
[→ Logout



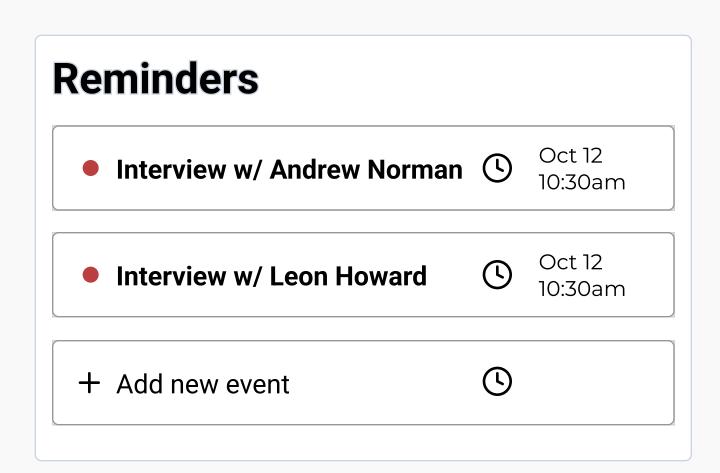
# **Good Afternoon, Gary!**

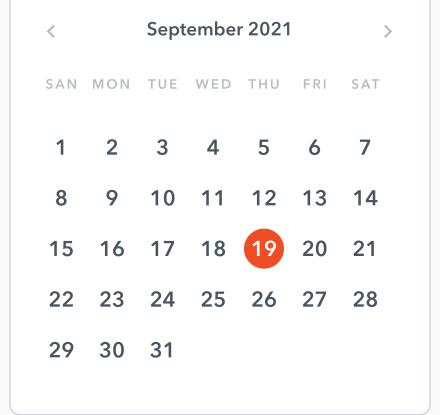
Tuesday, Nov 04, 2024

# **Today's Overview**











### **Notifications**

**All** Unread

Mark all as read



Sharon Mills | Newnham Works 4h



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...



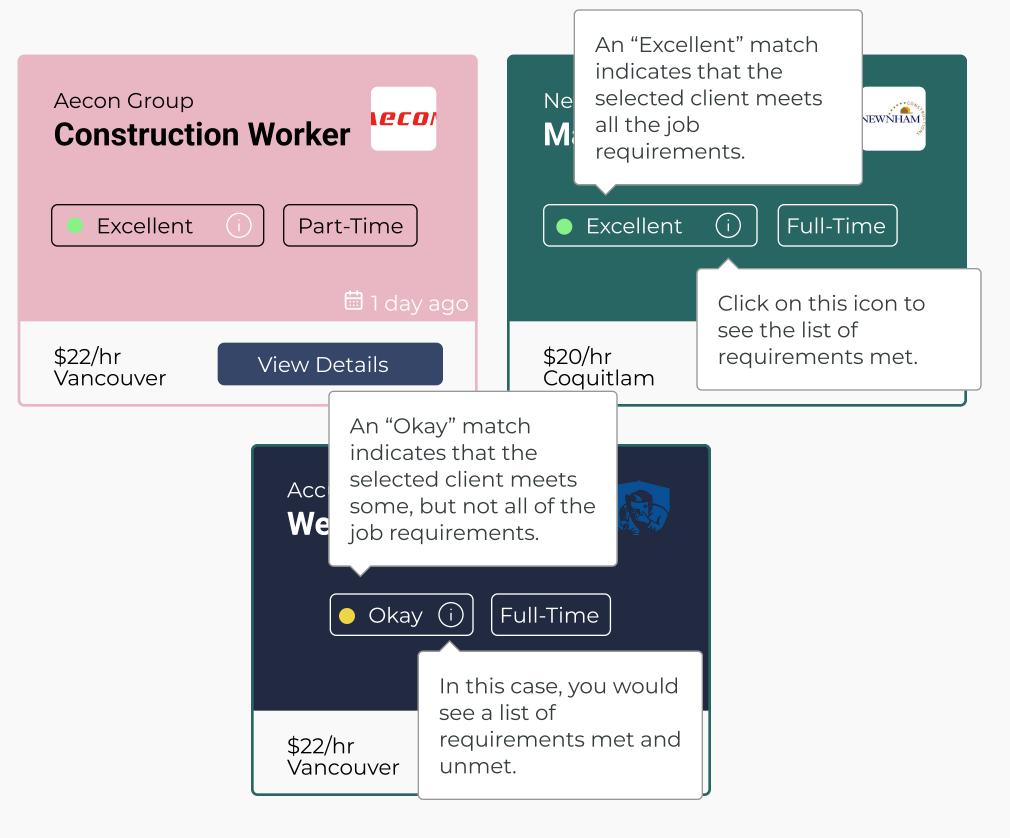
Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...

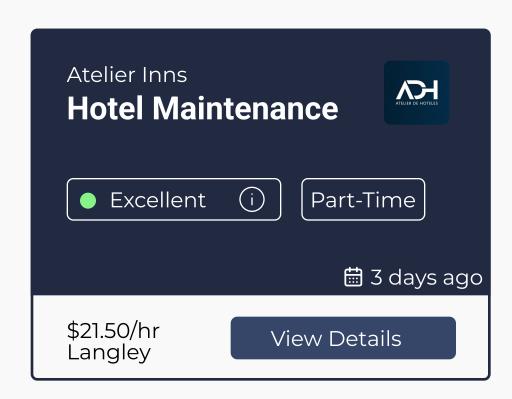
# **Job Listings**

Browse the latest job listing posts. Filter by location, job type, or get AI-suggested listings based on a client.



**Showing:** Best Matches for Client: "Leon Howard"







Dashboard

Job Listings

Client Management

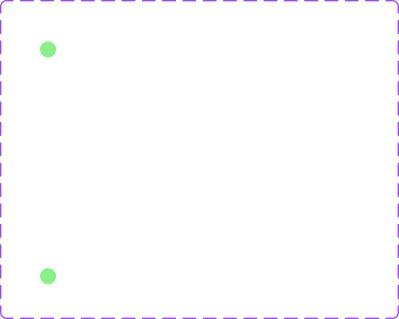
Resume Builder

Inbox



[→ Logout







Dashboard

Job Listings

Client Management

∑ Inbox

Resume Builder

Notifications

**ို**္င်္င္ငဲ Settings

[→ Logout



# **Client Management**

View and edit your client's information.

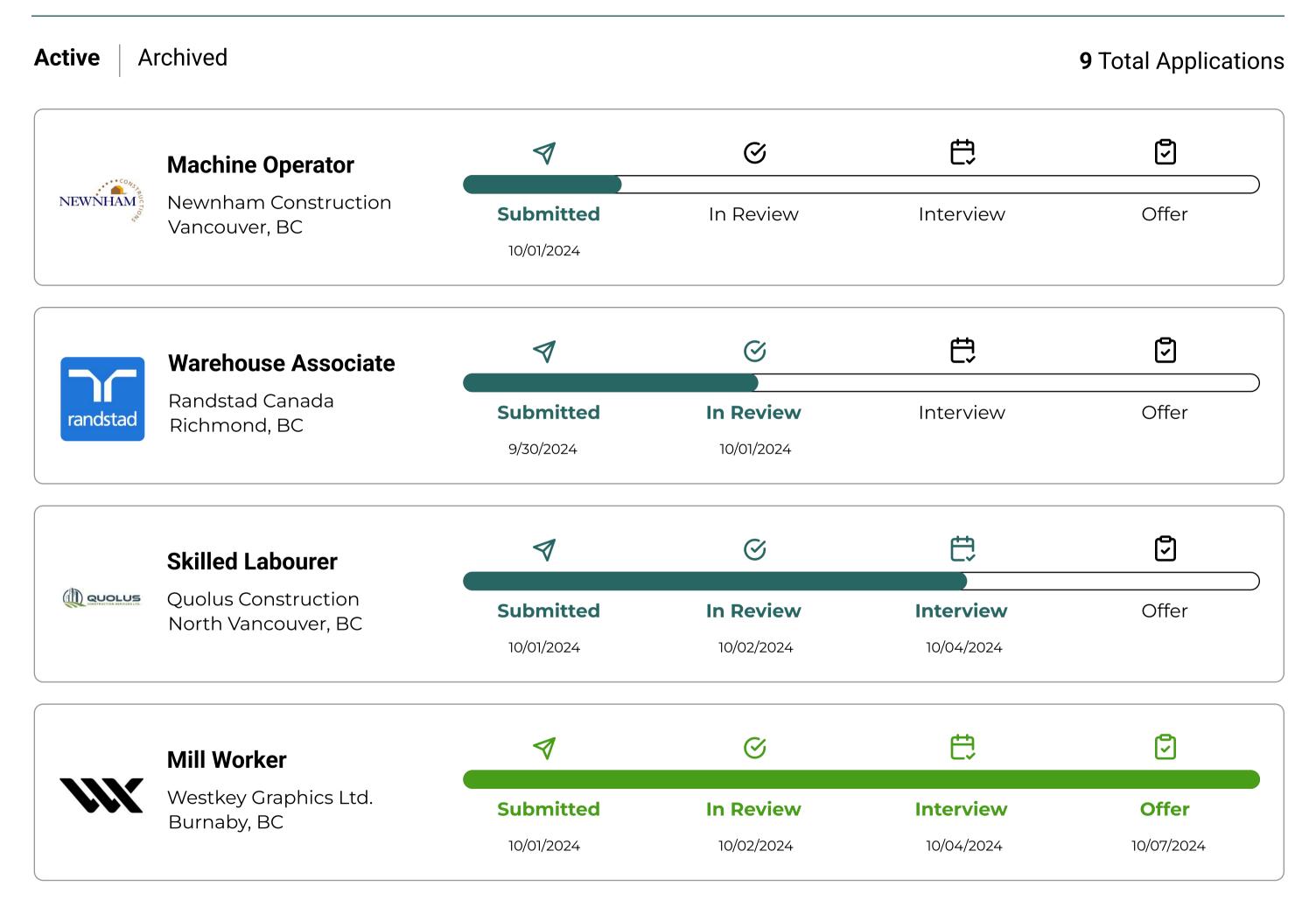
Name	Status	Company	Last Online	
Lucian Gonzales	(Employed ▼		10/10/2024	<u>View Profile</u>
Braylen Bishop	(Employed ▼		10/21/2024	<u>View Profile</u>
Nikolai Xiong	(Employed ▼		11/01/2024	<u>View Profile</u>
Niklaus Whitaker	(Unemployed ▼		11/14/2024	<u>View Profile</u>

+ Add New

# **Application History**

Leon Howard

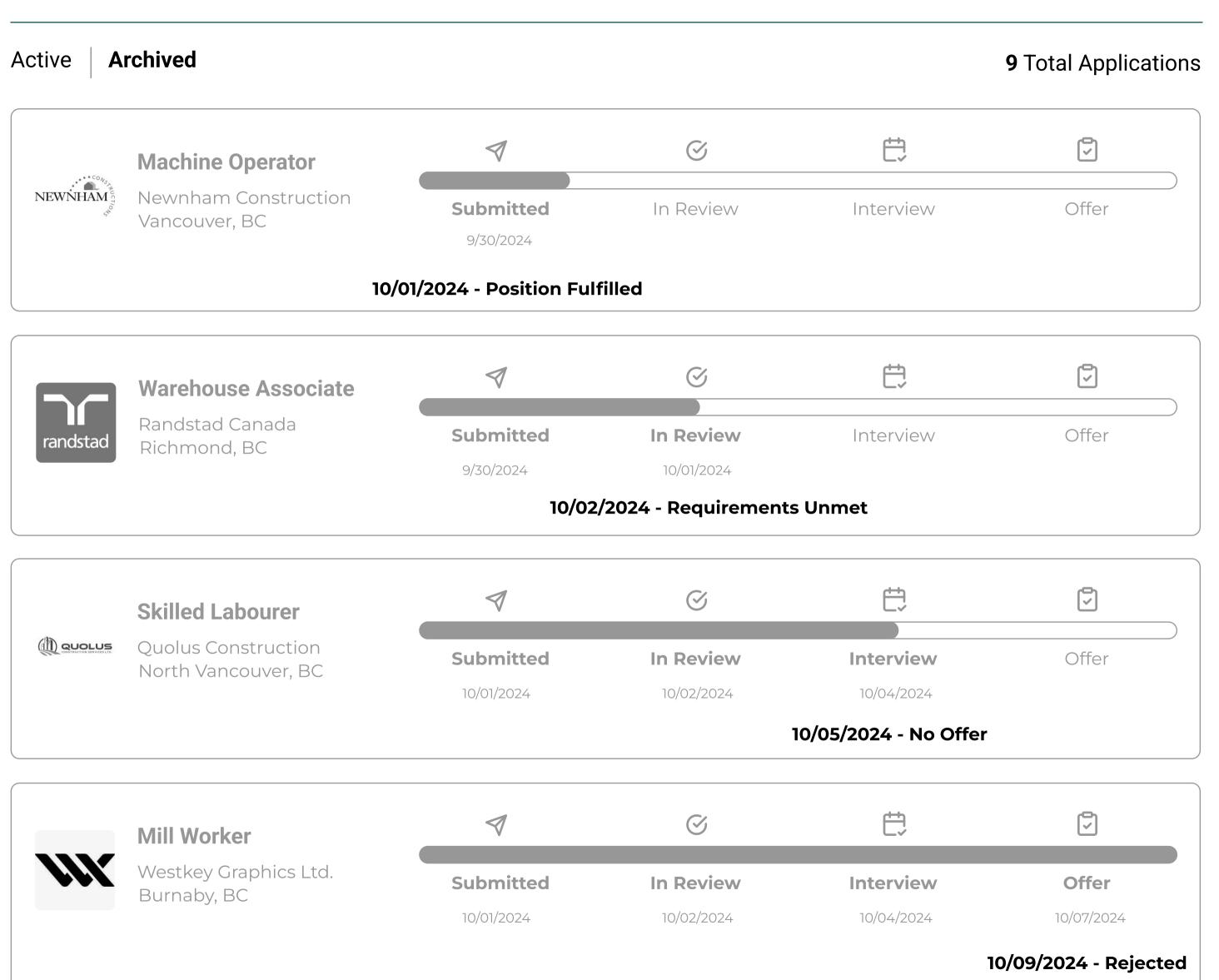




# **Application History**

Leon Howard







# **Your Work Experience**

Add your most recent job experience(s).

Job Title			
Company Name			
Start & End Date			
MM/YYYY	MM/YYYY		
+ Add another job			

0% completed

**Go Back** 

Skip

Continue



## **Your Details**

Fill in your personal details.

First Name
Last Name
Phone Number
Email

0% completed

**Go Back** 

Skip

Continue

# **Settings**

Customize Your Preferences and Account Settings

General

Accessibility

Dashboard



Job Listings

Client Management

**∑** Inbox

Resume Builder

Notifications

**ော်** Settings

[→ Logout



### **Change Password**

Create a new secured password.

#### Old Password

Enter old password

#### **New Password**

Enter new password

#### Confirm New Password

Enter new password

### **Two-Factor Authentication**

### Cellphone Number

(123) 456- 7890

Enabled

Secondary E-Mail

No E-Mail Set Up

N/A

N/A

**Authenticator App** 

Not Set Up

### **Notification Center**

Manage your notification preferences and alerts.

#### Receive E-Mail Notifications



Get important updates via email notifications.

#### **Receive SMS Notifications**



Get important updates via phone notifications.

#### Reminders and Activities



Receive reminders and updates on your activities.

#### Status Progress



Stay informed about application status.

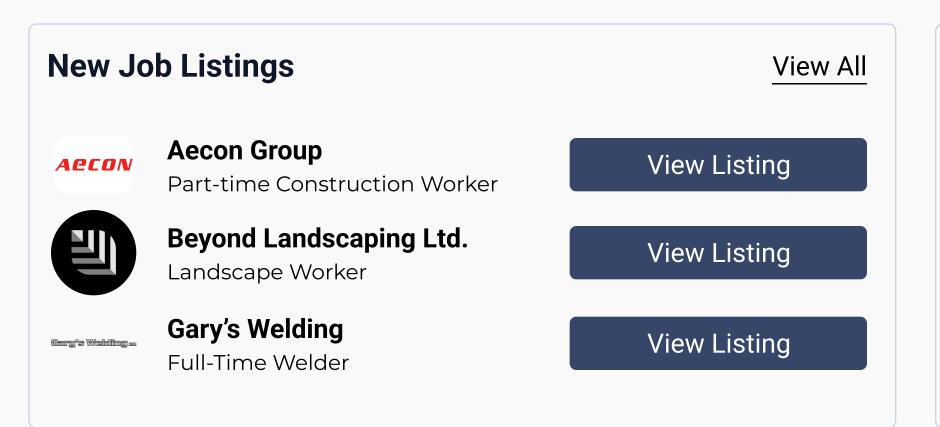
**Save and Continue** 

**Go Back** 

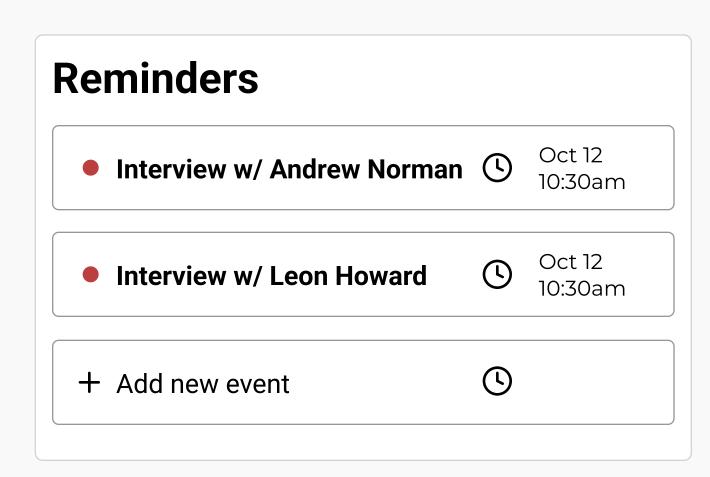
## **Good Afternoon Chris!**

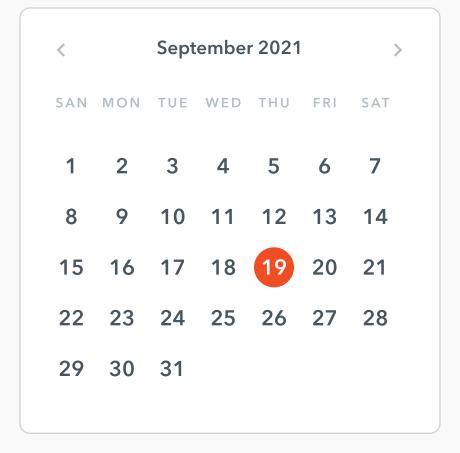
Tuesday, Nov 04, 2024

# **Today's Overview**













Dashboard















All Unread

Mark all as read



Sharon Mills | Newnham Works 4h



Sharon Mills | Newnham Works 4h
Hey! Your client Gregory Wick's resume is
currently...

# **Job Listings**

Browse the latest job listing posts. Filter by location, job type, or get AI-suggested listings based on a client.

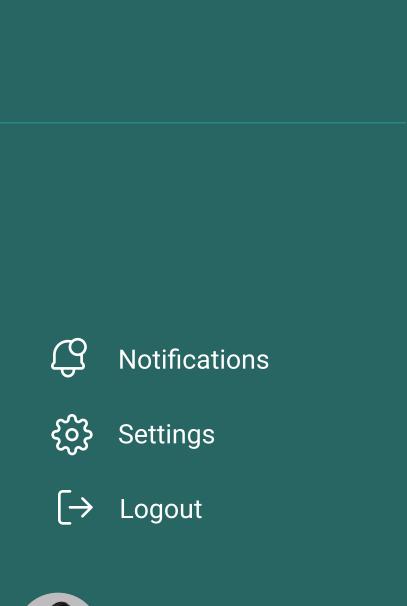


**Showing:** Best Matches for Job Type: "Construction"









Giselle Andrews gandrews@email.com

Dashboard

Job Listings

Client Management

Resume Builder

Inbox



## **Client Management**

View and edit your client's information.

Active Clients | Archived Clients

**Application Status** 









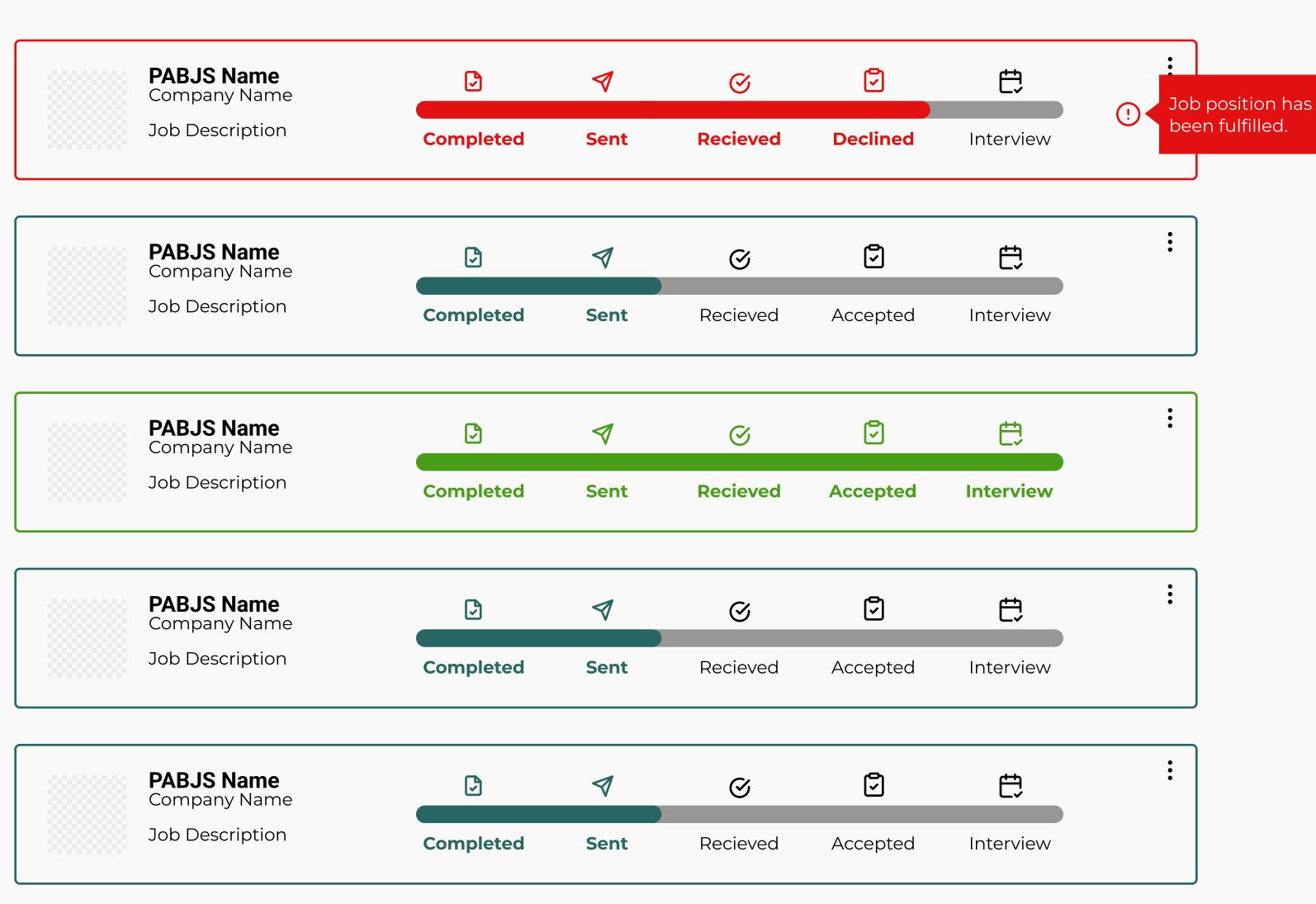












# Archive Check Information



## **Your Education**

Add your education.

Name of Educational Institution		
Degree/Certification		
Start & End Date		
MM/YYYY	MM/YYYY	
+ Add another education		

25% completed

Go Back Skip Continue



Skills

Certifications

Experience

Summary

References

Preview

## Skills

Update your resume with your skills

Skill \*

E.g. Problem Solving

Add



### Skills

- Team Coordination: Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.



### **Choose Your Skills**

Type in or choose from the list of suggested skills.

Type in Skills

Suggested Skills

Fast Learner Leadership Welding

Teamwork Fabrication

50% completed

**Go Back** 

Skip

**Continue** 



Skills

**⊖** Education

© Certifications

Experience

Summary

References

Preview

## Education

Graduation Year \*

Update your resume with your Education

School Name *	Degree or Program *	
E.g. University of British Columbia	E.g. High School Diploma	

Field of Study

E.g. Agricultural Science

GPA Award or Honour

Add



#### Skills

- **Team Coordination:** Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

**Associate Degree in Business Administration** 

Vancouver Community College, Vancouver, BC Graduated: May 2023

# **Settings**

Customize Your Preferences and Account Settings

General Accessibility Dashboard















[→ Logout





Dashboard

Job Listings

Client Management

**∑** Inbox

Resume Builder

Notifications

<ြို့ Settings

[→ Logout



## **Add New Client**

Fill in required information to add a new client.

First Name *	Last Name *	
E.g. John	E.g. Doe	
City *	Postal Code	
E.g. Vancouver	E.g. V8A 8C4	
Email		
E.g. johndoe@gmail.com		
Phone Number		
E.g. (123) 456 7890		

### Resume



Click to browse or drag and drop a file to upload.

### Criminal Record Check



Click to browse or drag and drop a file to upload.

### Are you sure?

Clicking 'Cancel' while editing may result in any unsaved changes being lost.

Continue

Go Back



## **Additional Sections**

Fill in whatever is applicable to add more details to your resume.

75% completed

Go Back Skip Continue



Skills

**⊖** Education

Certifications



Experience



References



## Certifications

Update your resume with your Certifications

Certification \*

E.g. Food Safe





#### Skills

- **Team Coordination:** Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

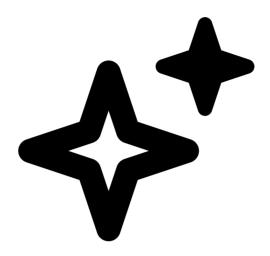
#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

**Basic First Aid and CPR** – Red Cross, Certified in 2023



## Al Assistant At Work...

Hang tight while our AI assistant generates a draft of your resume! You will be able to edit or add to the resume once generated.





**⊘** Education



Experience

Summary

References

Preview

## Experience

Update your resume with your past work experience

$\equiv \equiv \equiv S^2 S_2$



#### Skills

- **Team Coordination:** Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

**Basic First Aid and CPR** – Red Cross, Certified in 2023

#### Experience

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

 Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience. Education

Certifications

Summary

References

## **Contact Information**

First Name*	Last Name *
Leon	Howard
Phone Number	
604-122-1897	
Email	
leonhoward@gmail.com	

## Skills

Fast Learner -	Leadership -	Welding -
Teamwork -	Fabrication -	
+ Add Skills		

# Experience

Job Title	Company Name	
Operations Assistant	The Continental Hotel	
Start & End Date 09 / 2021 05 / 2023		

## **Education**

Name of Educational Institute	Degree		
Vancouver Community College	Associate's Degree in Business Administration		

# **John Wick** jwick@email.com (123) 234-1234

#### Skills

- Team Coordination: Proficient in scheduling, delegation, and managing tasks in team settings.
- Problem-Solving: Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

Basic First Aid and CPR – Red Cross, Certified in 2023

#### **Experience**

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

· Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience.

### Summary

Business administration graduate with hands-on experience in operational support and a passion for teamwork and efficiency. Eager to apply strong organizational skills and a proactive approach in an entry-level management role within a dynamic company environment.



Skills

**⊖** Education

© Certifications

Experience

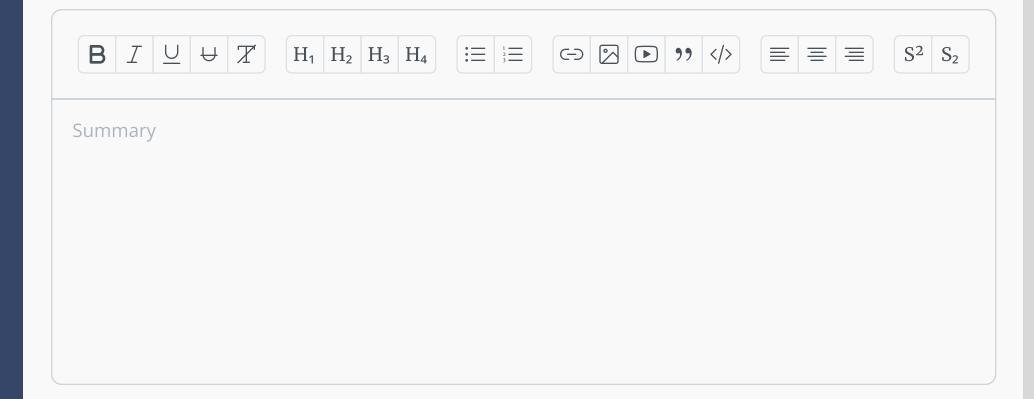
□ Summary

(iii) References

Preview

## Summary

Update your resume with your professional summary





#### Skills

- **Team Coordination:** Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

**Basic First Aid and CPR** – Red Cross, Certified in 2023

#### **Experience**

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

 Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience.

### **Summary**

Business administration graduate with hands-on experience in operational support and a passion for teamwork and efficiency. Eager to apply strong organizational skills and a proactive approach in an entry-level management role within a dynamic company environment.



Contact





Education



Experience



Summary



Preview

## References

Add

Update your resume with your references

First Name*	Last Name *
John	Doe
Position*	
E.g. Manager	
Company or Organization Name *	
Phone *	Relationship to you *
E.g. Vancouver	E.g. V8A 8C4



#### Skills

- Team Coordination: Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

Basic First Aid and CPR – Red Cross, Certified in 2023

#### **Experience**

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

· Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience.

### Summary

Business administration graduate with hands-on experience in operational support and a passion for teamwork and efficiency. Eager to apply strong organizational skills and a proactive approach in an entry-level management role within a dynamic company environment.

### Contact

Skills

Education

Certifications



Experience



References



Review

### Review

Check the design of your resume



#### Skills

- Team Coordination: Proficient in scheduling, delegation, and managing tasks in team settings.
- **Problem-Solving:** Skilled in quickly resolving unexpected issues in high-pressure environments.

#### **Education**

#### **Associate Degree in Business Administration**

Vancouver Community College, Vancouver, BC Graduated: May 2023

#### Certification

Basic First Aid and CPR – Red Cross, Certified in 2023

#### **Experience**

#### **Operations Assistant**

The Continental Hotel, Vancouver, BC September 2022 – May 2023

· Coordinated team schedules, managed reservations, and supported front desk operations to enhance guest experience.

### Summary

Business administration graduate with hands-on experience in operational support and a passion for teamwork and efficiency. Eager to apply strong organizational skills and a proactive approach in an entry-level management role within a dynamic company environment.



Dashboard

Job Listings

Client Management

**∑** Inbox

Resume Builder

Notifications

ကြို့ Settings

[→ Logout



# **Client Management**

View and edit your client's information.

Active Clients | Archived Clients | Application Status

Display 10	Display 10 items   Filter Alphabetically					
	Name	Status	Company	Last Online	+ Add New	
	Anton Hart	(Employed ▼	Aecon ▼	10/10/2024	<u>View Profile</u>	
	Salina Armstrong	(Employed ▼	(Atelier Inns ▼	10/21/2024	<u>View Profile</u>	
	Jasper Barron	(Unemployed ▼	N/A ▼	11/01/2024	<u>View Profile</u>	
	Anya Sharp	(Unemployed ▼	N/A ▼	11/14/2024	<u>View Profile</u>	



**Good Afternoon, Gary!** 

Wednesday, November 27, 2024

## (C) Dashboard

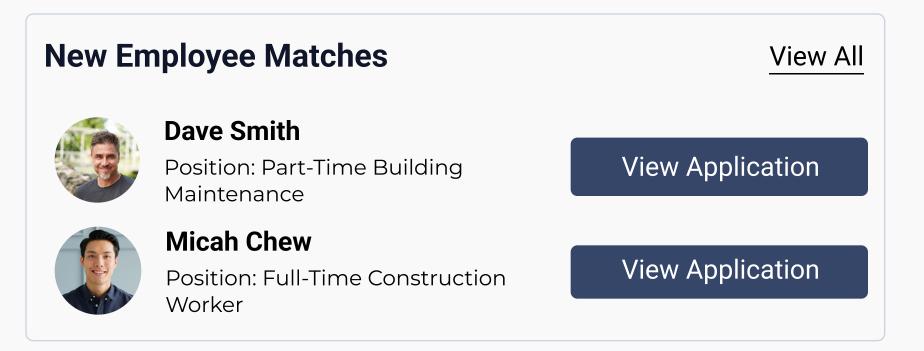
- Applications
- Your listings
- Resources

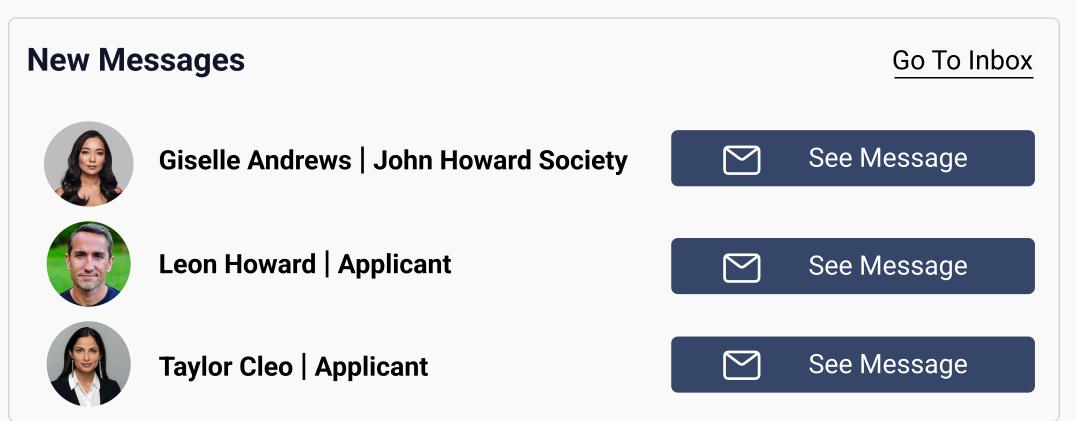
# O Notifications

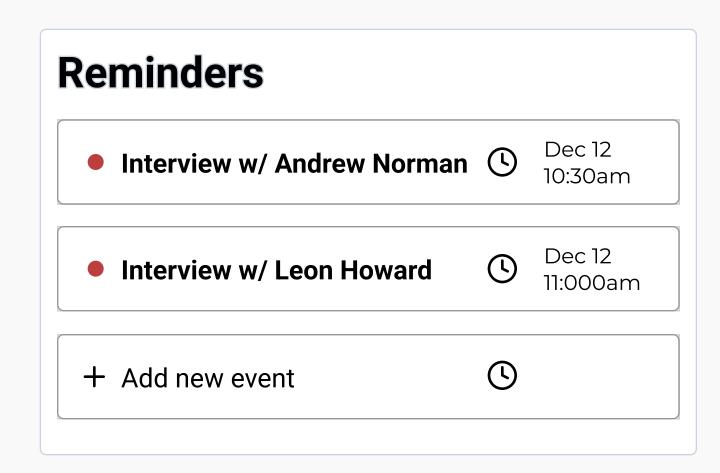
- Settings
- 〔→ Logout

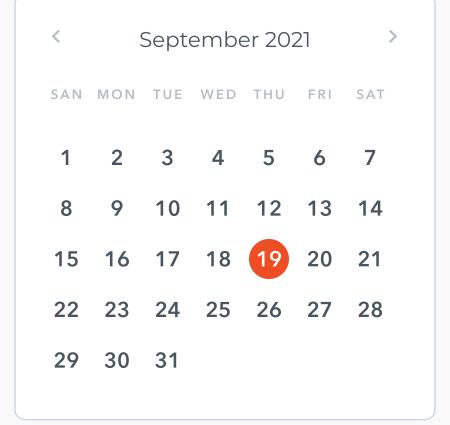


# **Today's Overview**











(C) Dashboard

Applications

Your listings

Resources

Maria Inbox

O Notifications

Settings

[→ Logout



## **Your Listings**

View your current job listings

**Active Listings** Archived Listings

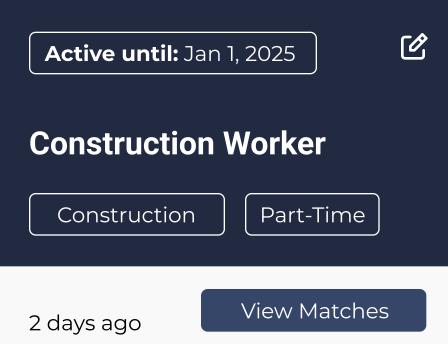


















Applications

Your listings

< Back to Your Listings

# **Construction Worker Matches**

**Total Matches: 9** 



Rejected

 $\sum_{i} \mathcal{C}_{i}$ 

(L) 2 days ago

**Darshan Gill** 

2

View Details

1

View Details

**Offer Given** 

Jay Morgan

 $\sum_{i} \mathcal{C}_{i}$ 

(L) 2 days ago





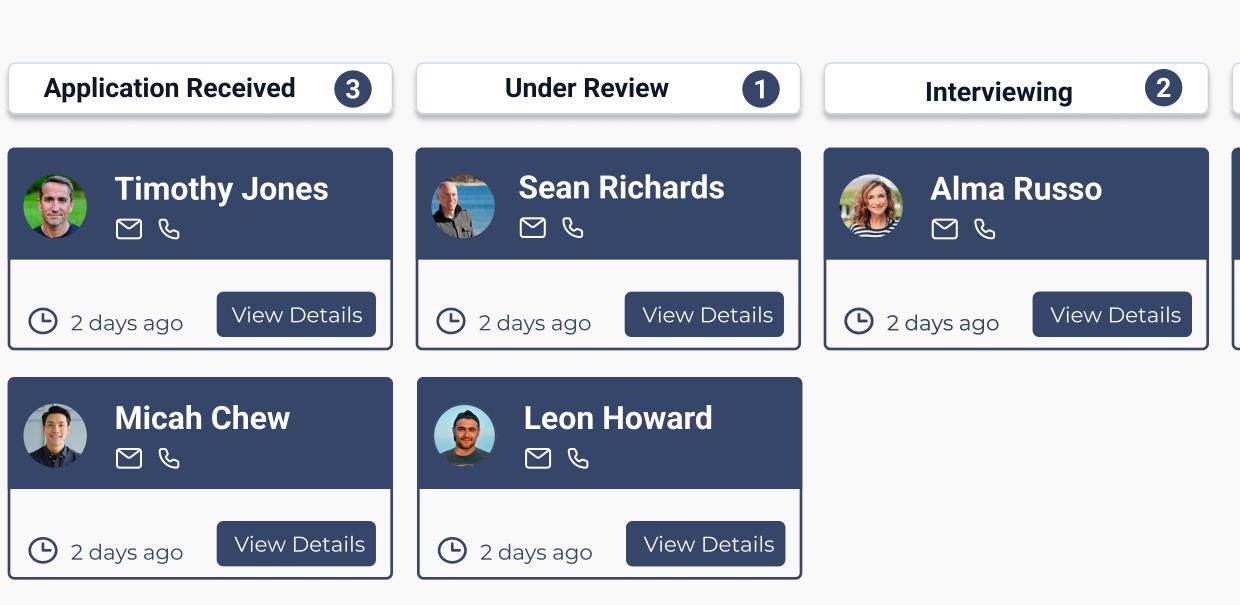
Maria Inbox

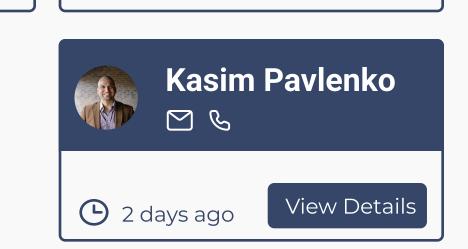


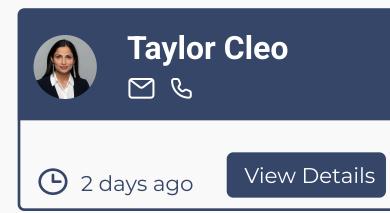


[→ Logout















Your listings

Resources

Mark Inbox





〔→ Logout



# **Resource Library**

View or search for second-chance hiring resources.

Q

Search for resources...

# **Canada Work Opportunity Tax Credit**

Learn about Canada's tax credits for hiring individuals from underrepresented groups, including second-chance candidates.

Learn More →

# Fair Chance Hiring Employer Engagement Toolkit

Access a toolkit designed for Canadian employers to implement second-chance hiring practices.

Learn More →

# Inclusive Hiring Practices by Canadian Human Rights Commission

Learn about inclusive hiring practices and how to create a fair and supportive workplace for second-chance employees.

Learn More →

# Ontario Human Rights Commission Guidelines

Understand legal considerations and best practices for hiring individuals with criminal records in Ontario.

Learn More →



Applications

Your listings

Resources

**∑** Inbox

Notifications

Settings

[→ Logout

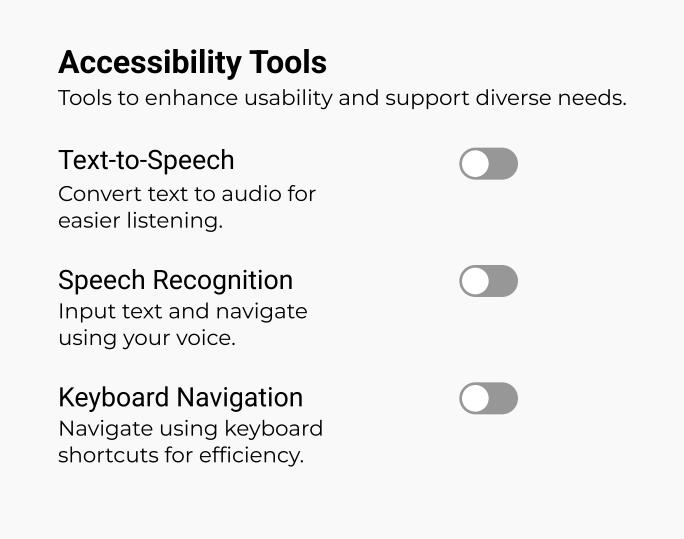


# **Settings**

Customize Your Preferences and Account Settings

General **Accessibility** Dashboard

# Language Select your preferred displayed language. Select a language Display Adjust the appearance of your text. **Text Size** Aa Text Style Select an option **Themes** Customize the look of your interface. Dark Mode Enhance readability in low light. **High-Contrast** Boost visibility with bold colors.



Save and Continue Go Back



Applications

Your listings

Resources

**∑** Inbox

Notifications

হিট্ট Settings

[→ Logout



# Inbox

See messages from others.

Q Search..

All Read Unread

ReachOutMatch Found!

Hey, Giselle! ReachOut found a match for Max Anderson for...

Fatima StanApplication Status

Hello, Giselle. Your client, Gregory Wick's resume is currently...

Anton Stuart Yesterday
New Job Match

So I've seen a couple of job application that I think would ...

No message selected...





Applications

Your listings

Resources

**∑** Inbox

Notifications

ঠি Settings

[→ Logout



# **Your Listings**

View your current job listings

Active Listings | Archived Listings

## Grid View + Add New Listing

Position	Status	Type		
Landscaper	● Active ▼	Full-Time	<u>Edit Details</u>	<u>View Matches</u>
Assistant Manager	● Archived ▼	Full-Time	<u>Edit Details</u>	<u>View Matches</u>
Assistant Manager	● Pending ▼	Full-Time	Edt Details	<u>View Matches</u>

# **Construction Worker Matches**

Grid View

+ Add Match

Dashboard

Applications

Your listings

Resources

**∑** Inbox

Notifications

ঠি Settings

[→ Logout

Total	Matches:	9
-------	----------	---

Name	Status	Phone	
Taylor Cleo	● New! ▼	778-774-3124	<u>View Details</u>
Timothy Jones	● New! ▼	604-121-1847	<u>View Details</u>
Micah Chew	● New! ▼	413-320-9987	<u>View Details</u>
Alama Russo	Interviewing ▼	778-774-3124	<u>View Details</u>
Sean Richards	■ Reviewing ▼	778-774-3124 Skills	<u>View Details</u>
Leon Howard	■ Reviewing ▼	778-774-3124	<u>View Details</u>
Jay Morgan	● Offered ▼	778-774-3124	<u>View Details</u>
Darshan Gill	● Rejected ▼	778-774-3124	<u>View Details</u>
Kasim Pavlenko	● Rejected ▼	778-774-3124	<u>View Details</u>





# New Message To: Ihoward@gmail.com Subject:

Company Name

Part Time \$27 - \$30 an hour City, Province



#### **Job Description**

We're looking for a reliable and flexible person to join our team. You should be comfortable working in different environments, sometimes under tough conditions, and be able to work well with a small group. While you don't need a lot of specific technical skills, it's important that you're eager to learn, can adapt quickly, and can handle challenging situations. Having some previous experience is a plus, as it shows you're resilient and capable of taking on the job.

#### **Benefits**

- Dental care
- · Extended health care
- On-site parking
- · Competitive hourly wage
- Opportunities for growth and development
- Positive, team-oriented work environment

#### **Qualifications**

- 2-4 years of experience in general labor, construction, or related fields
- Ability to thrive in physically demanding and adverse weather conditions
- · Strong teamwork skills and adaptability on-site
- Reliable transportation to the worksite

#### **Work Environment**

- Outdoor work in varying weather conditions
- Physically demanding tasks requiring stamina and strength
- · Collaborative team-based work
- Expected hours: 30 40 per week
- Monday to Friday

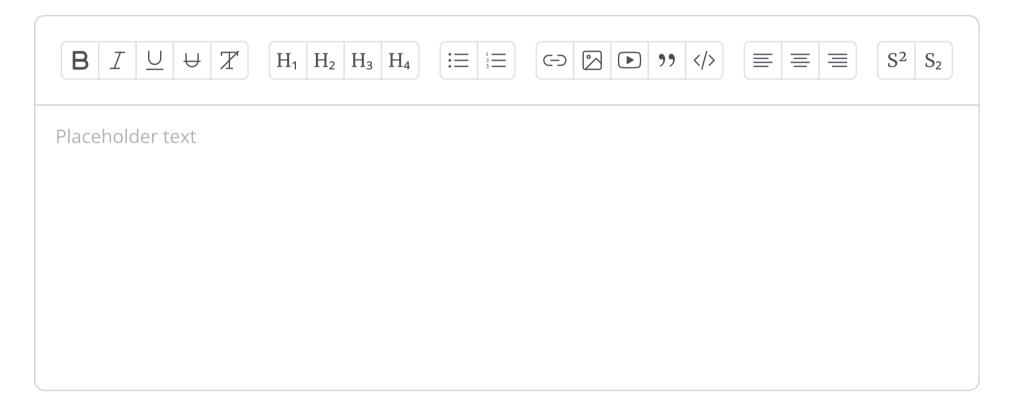
# **Create Job Listing**

# Job Title Warehouse Manager Rate e.g. \$25 an hour City Province e.g. \$25 an hour Type: Full-Time Job Description

H<sub>1</sub> H<sub>2</sub> H<sub>3</sub> H<sub>4</sub>

Placeholder text

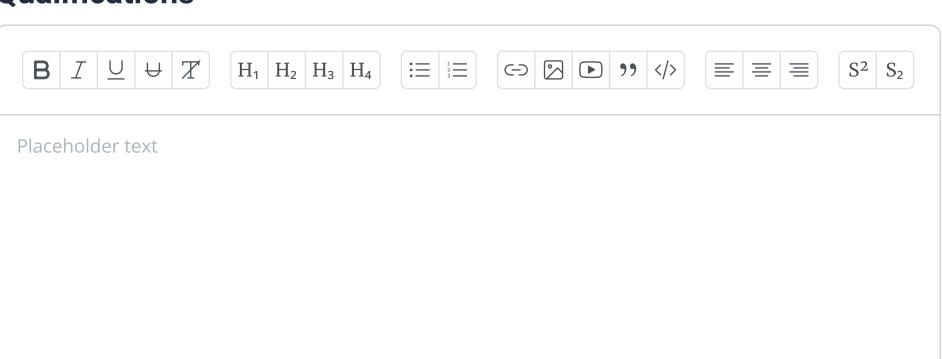
# **Benefits**



#### **Work Environment**



# **Qualifications**



# **Applicant Name**



Job title

#### **Contact**

**Gregory Wick** Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00

<u>View</u>



# **Availability**

November 27, 2024

Interview

**Discard** 

# **Applicant Name**



Job title

#### **Contact**

**Gregory Wick** Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00



# **Availability**

November 27, 2024

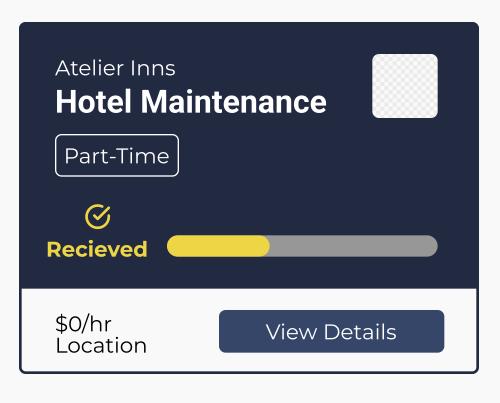
**Interview** 

**Discard** 

# **My Applications**

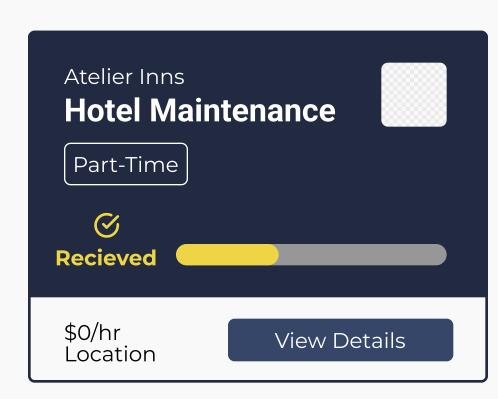
View your job applications.



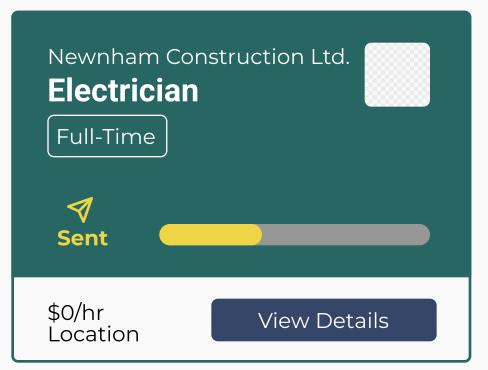


















Dashboard

Job Listings

Inbox

Interviews

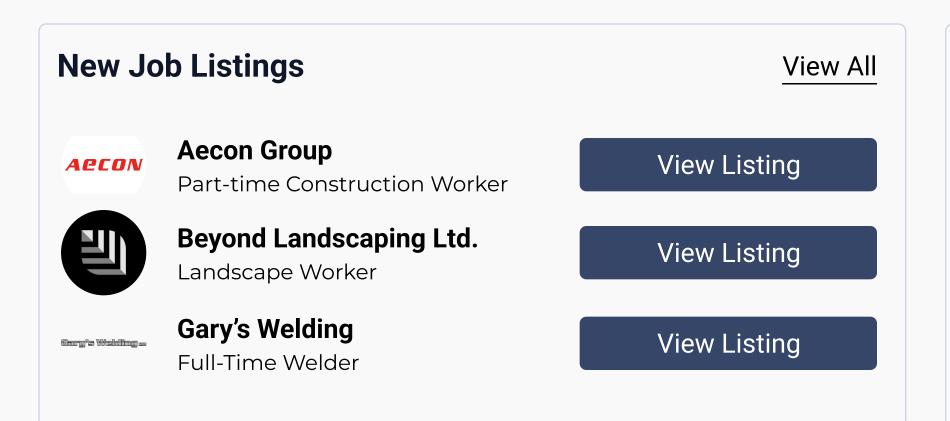
Resume Builder

My Applications

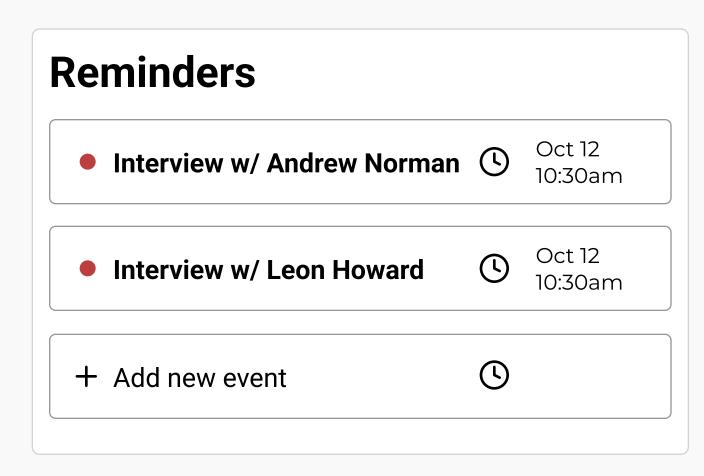
# **Good Afternoon Chris!**

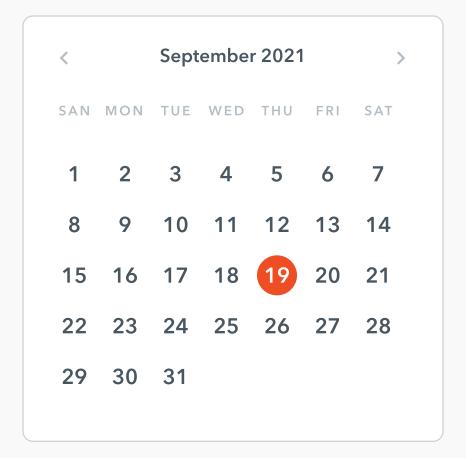
Tuesday, Nov 04, 2024

# **Today's Overview**













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Job Listings

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Interviews

Resume Builder

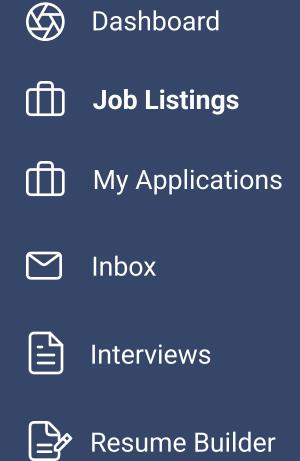
My Applications





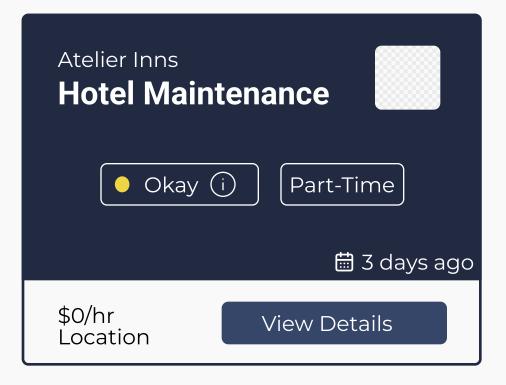
Browse the latest job listing posts.

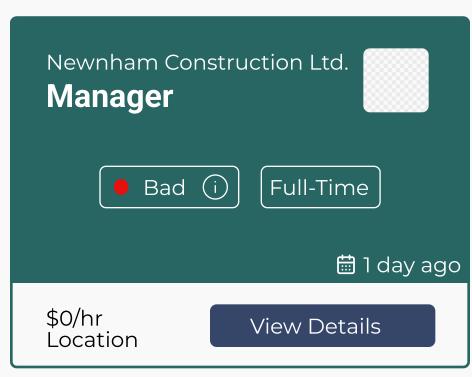


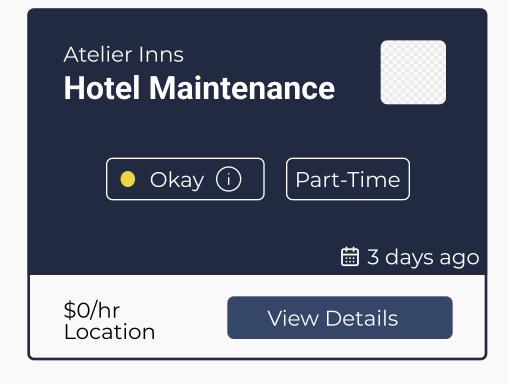




















Company Name

Part Time \$27 - \$30 an hour City, Province

#### **Submit Application**

## **Job Description**

We're looking for a reliable and flexible person to join our team. You should be comfortable working in different environments, sometimes under tough conditions, and be able to work well with a small group. While you don't need a lot of specific technical skills, it's important that you're eager to learn, can adapt quickly, and can handle challenging situations. Having some previous experience is a plus, as it shows you're resilient and capable of taking on the job.

#### **Benefits**

- Dental care
- · Extended health care
- On-site parking
- Competitive hourly wage
- Opportunities for growth and development
- Positive, team-oriented work environment

#### **Qualifications**

- 2-4 years of experience in general labor, construction, or related fields
- Ability to thrive in physically demanding and adverse weather conditions
- Strong teamwork skills and adaptability on-site
- Reliable transportation to the worksite

#### **Work Environment**

- · Outdoor work in varying weather conditions
- · Physically demanding tasks requiring stamina and strength
- · Collaborative team-based work
- Expected hours: 30 40 per week
- Monday to Friday

Company Name

# **Contact Information**

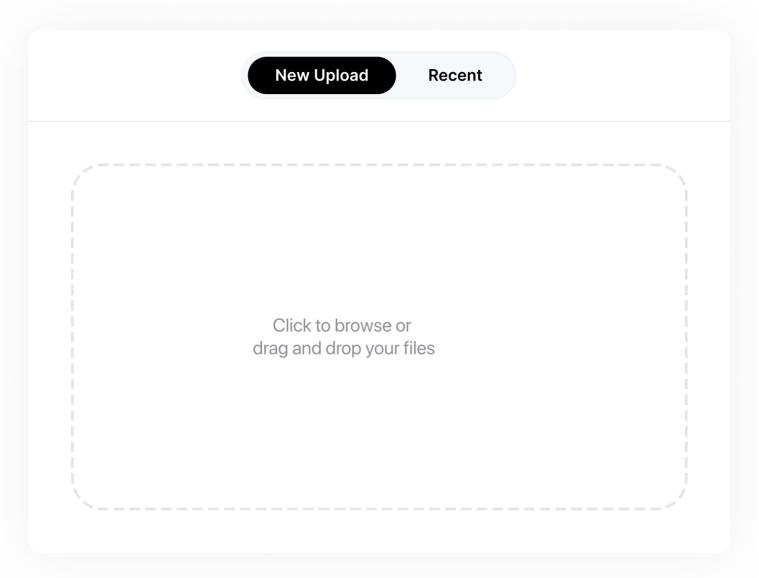
First Name *	Last Name*	
John	Doe	
City *		
E.g. Vancouver		
Email *		
E.g. johndoe@gmail.com		
Phone *		
E.g. +1 568 978 4567		

Go Back

Next

Company Name

# **Upload Resume**



Go Back

Next

Company Name

# **Interview Availability**

Please select a range of days that you are available for an interview

<	<pre>January 2022 \$\( \) &gt;</pre>					
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	2 9	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go Back

Review

Company Name

# **Summary**

Review your information to check if it is correct

#### **Contact**

Gregory Wick Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00



# **Availability**

November 27, 2024

**Go Back** 

**Submit Application** 

# **My Applications**

View your job applications.

	Dashboard
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Company	Туре	Location	Status	
(Company Name)	Part-Time	City/Province	● Active ▼	<u>View Details</u>
(Company Name)	Full-Time	City/Province	● Sent ▼	<u>View Details</u>
(Company Name)	Part-Time	City/Province	● Active ▼	<u>View Details</u>







Company Name

Part Time \$27 - \$30 an hour City, Province

#### **Update Application**

#### **Withdraw Application**

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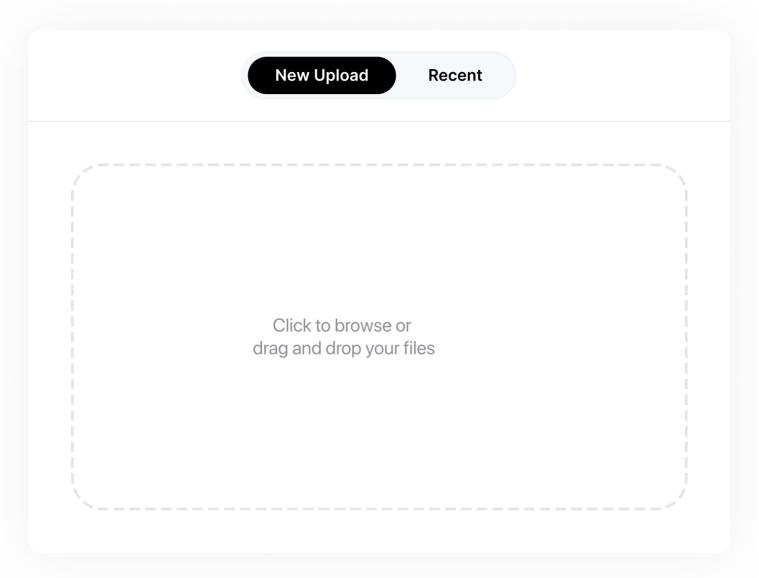
First Name *	Last Name*	
John	Doe	
City *		
E.g. Vancouver		
Email *		
E.g. johndoe@gmail.com		
Phone *		
E.g. +1 568 978 4567		

Go Back

Next

Company Name

# **Upload Resume**



Go Back

Next

Company Name

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<	<pre>January 2022 \$\( \) &gt;</pre>					
Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31	1	2	3	4	5

Go Back

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Company Name

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Review your information to check if it is correct

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Gregory Wick Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00



# **Availability**

November 27, 2024

**Go Back** 

**Submit Application** 

Company Name

# **Summary**

Review your information to check if it is correct

#### **Contact**

Gregory Wick Vancouver gwick@gmail.com 604-000-0000

#### Resume



Resume\_GregoryWick.pdf

2021-11-03 22:00



# **Availability**

November 27, 2024

**Go Back** 

**Confirm Withdraw** 

# Inbox

See messages from others.



Search..



Read

Unread

12:21PM

My Applications

Job Listings

Dashboard

Interviews

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Redford Crawford Interview Scheduled

Good Day, Chad! Reminder that your scheduled interview is on the 21st ...

Fatima StanApplication Status

10:02AM

Hi, Chad! Unfortunately due to unforeseen circumstances ...

Anton Stuart New Job Match

Yesterday

So I've seen a couple of job application that I think would ...

No message selected...























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