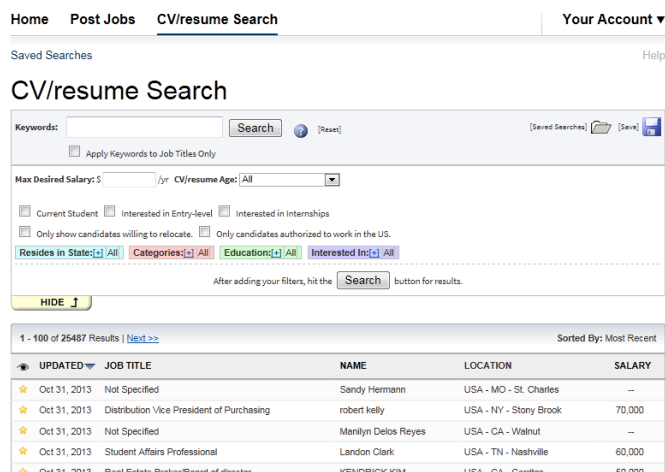


CV/Resume Search

1. Login to your HERC account by click on the 'Member Institution Login' link on the top-right of any page in the HERC website. *If the system doesn't recognize your password, click the 'Can't Access Your Account?' link to enter your email address and have the system send you a password reset email. If your email address is not recognized, please contact customer support for assistance (herc@boxwoodtech.com).*
2. From the Overview screen, click on the 'CV/resume Search' tab or any of the 'CV/resume Search' links further down the page.
3. All profiles are initially shown. Enter your search criteria and click on the 'Search' button to narrow the results.

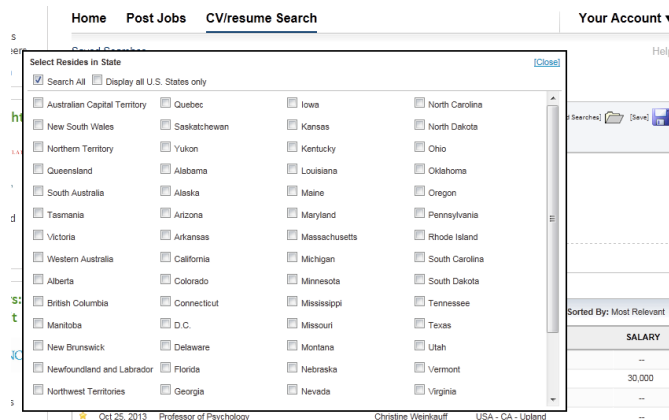


The screenshot shows the 'CV/resume Search' page. At the top, there are navigation links: Home, Post Jobs, CV/resume Search (selected), and Your Account. Below the navigation bar, there's a 'Saved Searches' section with a 'Help' link. The main search area includes a 'Keywords' field with a 'Search' button and a '[Reset]' link. Below this, there are checkboxes for 'Apply Keywords to Job Titles Only', 'Max Desired Salary' (set to 5), and 'CV/resume Age' (set to All). There are also checkboxes for 'Current Student', 'Interested in Entry-level', 'Interested in Internships', and 'Only show candidates willing to relocate'. Below these are colored tabs for 'Resides in State' (blue), 'Categories' (red), 'Education' (green), and 'Interested In' (yellow). A 'HIDE' button is visible. At the bottom, there's a table of results with columns: UPDATED, JOB TITLE, NAME, LOCATION, and SALARY. The table shows 1 - 100 of 25487 Results, sorted by Most Recent.

UPDATED	JOB TITLE	NAME	LOCATION	SALARY
Oct 31, 2013	Not Specified	Sandy Hermann	USA - MO - St. Charles	--
Oct 31, 2013	Distribution Vice President of Purchasing	Robert Kelly	USA - NY - Stony Brook	70,000
Oct 31, 2013	Not Specified	Marilyn Delos Reyes	USA - CA - Walnut	--
Oct 31, 2013	Student Affairs Professional	Landon Clark	USA - TN - Nashville	60,000
Oct 31, 2013	Real Estate Broker/Board of directors	KENNETH KIM	USA - CA - Pasadena	60,000

Advanced search options are automatically shown below the Keywords field but can be hidden by clicking "Hide ↑". The ⓘ button provides additional information on building search queries.

Clicking on the "+" symbol next to the colored tabs for "Resides in State," "Categories," "Education," or "Interested In" allows you to filter by those criteria. It will display a new window where you can select the criteria for these filters. Make sure to click the 'Close' link in the upper right corner after making your selections.



The screenshot shows the 'Select Resides in State' dialog box. It has a 'Close' button in the top right corner. The dialog box contains a list of states and territories with checkboxes next to them. The list is organized into two columns. The first column includes: Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia, Tasmania, Victoria, Western Australia, Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, and Northwest Territories. The second column includes: Quebec, Saskatchewan, Yukon, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, and Virginia. The dialog box also has a 'Search All' checkbox and a 'Display all U.S. States only' checkbox. Below the list, there's a 'Sorted By: Most Relevant' dropdown menu and a 'SALARY' field with a value of 30,000.

Home Post Jobs **CV/resume Search** Your Account ▼

Saved Searches Help

CV/resume Search

Keywords: [Search] [Reset] [Saved Searches] [Save]

☐ Apply Keywords to Job Titles Only

Max Desired Salary: \$ /yr CV/resume Age:

☐ Current Student ☐ Interested in Entry-level ☐ Interested in Internships

☐ Only show candidates willing to relocate. ☐ Only candidates authorized to work in the US.

Resides in State: MD Categories: All Education: All Interested In: All

After adding your filters, hit the [Search] button for results.

HIDE

UPDATED	JOB TITLE	NAME	LOCATION	SALARY
★ Mar 22, 2013	Vice President	Sislena Ledbetter	USA - MD - Laurel	120,000
★ Sep 18, 2013	Pediatric Medical Psychology Postdoctoral Fellow	Celeste Malone	USA - MD - Baltimore	---
★ Feb 20, 2013	Online Faculty	Jennifer Shultz	USA - MD - Salisbury	---
★ Aug 05, 2013	Not Specified	Damian Morden-Snipper	USA - MD - Takoma Park	---
★ Jun 06, 2013	Research Assistant/Coordinator	Maryjean Isabell Blekey	USA - MD - Oldtown	\$5,000
★ Jul 21, 2013	ResearchPsychology	Latecia Williams	USA - MD - Baltimore	---
★ Aug 19, 2013	Faculty - Research, Clinical, & Teaching	Christina Pate	USA - MD - Baltimore	---

Once you click search, your results will appear below. The default sort for the results is Most Relevant but you can click on the column titles to resort by that column. You can click "Save" in the top-right to save a particular search set for future use. When saving a search, you'll be given the option to have new resumes matching your criteria sent to you via email.

Any line with a ★ means you have not yet viewed that profile. When you view a profile, you have the option to mark whether you are interested in that profile. Your "Interested?" preferences (✓ or ✗) will also display under the Interested? column.

- Click on a line in the search results to open the CV/resume Viewer. This allows you to view the profile for that candidate.

Home Post Jobs **CV/resume Search** Your Account ▼

CV/resume Viewer

Previous | Action: Interested? ☒ YES ☐ NO | Next

Nicole Bosley
Executive Vice President

11350 McCormick Road
Hunt Valley MD, 21031 USA

nicole.bosley65@boxwoodtech.com

Career Information

Career Job Title
Executive Vice President

Employment Type
Full-time

Education Completed
Bachelor's

Desired Salary
\$80,000/yr

Relocation
No

Personal Homepage
<http://>

Career Categories
Alternative/Complementary
Medicine
Online/Distance
Staff/Administrative


Career Objective
Not Specified

Experience

Abc, Inc.
Executive Vice President May 2005 - Present

* Guide corporate strategies for the development and implementation of infrastructures in sales, marketing, research & development, engineering, manufacturing, finance, and administration. * Developed sales/marketing plan in support of investor management of a \$10MM sales objective. ; * Increased annual sales revenue by \$5MM within 17 months by establishing OEM and international distribution channels. ; * Maximized profits through efficient vendor negotiations and contracts, and the identification and reduction of gratuitous cost factors. ; * Company is currently recognized as #1 in the Industry, from a previous 24th position.

Files


Resume_Example

The action buttons at the top of the screen allow you to email the profile, print the profile, or contact the job seeker.

You can also scroll through the profiles from your search without returning to the search screen by using the Previous and Next buttons.