

GOT SKILLS?



Local Employers ...

- Need trained workers available to start immediately?
- Need pre-screened, pre-qualified candidates?
- Need to save time and money in advertising and training costs?
- Need help from a local company you can depend on?

If you answered yes to any of these questions, Harmon Personnel Services can help. Harmon has been serving the Franklin County area for 25 years offering the highest quality of service to our clients.

If we can be of service to you and your company; please contact the Harmon office today!

HARMON.H

Are you looking to improve upon your skills to make yourself stand out in today's job market?

Introducing  **HARMON**
PERSONNEL SERVICES

NEW computerized Job Readiness and Development Training Center

Some of the Training Programs Offered Are:

- Internet/Web Design
- Graphics & Page Layout
- Animation & 3D
- Certification & Networking
- Multimedia & Video
- Databases
- Programming
- Quicken 2007, 2008, Advanced
- MS Office Suite, including Word, Excel & Access
- Resume Writing
- HIPAA Certification
- HIPAA Manager Certification
- ServSafe Certification (limited # available)
- Typing

Job Coaching and Mentoring is Available
TRAINING IS BY APPOINTMENT ONLY

Contact: Brenda Shaw (413) 774-7847

For additional information



 **HARMON**
PERSONNEL SERVICES

326 Deerfield St., Greenfield, MA 01301
413-774-7847

Franklin County's only locally owned staffing service. All proceeds support the work of the parent corporation, Community Action, serving people in need since 1965.