



CAPITAL AREA
STAFFING SOLUTIONS



BANGOR AREA
STAFFING SOLUTIONS



FEBRUARY 2025

FIELD EMPLOYEES

IMPORTANT TIMECARD NOTICE

Please remember to submit your time card no later than Friday afternoon.

If you are working a weekend shift, please submit **no later than 8am** Monday morning.

CASS & BASS offices are closed on Monday, 2/17 to observe Presidents' Day.

If you have upcoming plans that require time off from work:

Please be sure to notify us as soon as possible! The sooner we know, the better we (and our Clients) will be able to prepare for your absence.



Please join us in Congratulating the following Field Employees, who were hired on with our Clients in January!

- ~ Jayme Warner
- ~ Julie Co-Wallis
- ~ Stacey Landry
- ~ Kimberly Veilleux





Augusta Area

Loan Processor- *Augusta*
Programs Acct. - *Augusta*
IT Application Spec. - *Augusta*
HR Generalist - *Benton*
Staff Accountant - *Augusta*
Secretary/Paralegal - *Waterville*
Legal Counsel - *Augusta*
Multi-Family Loan Processor - *Augusta*
Administrative Asst. - *Augusta*
Receptionist - *Augusta*

Bangor Area

Painter/Property Maintenance - *Bangor*
Accounting Assistant - *Trenton*
Production Associate - *Trenton*
Receptionist/Admin Asst - *Lincoln*
FT & PT Admin Asst - *Bangor*
Overnight Forklift - *Old Town*
Manufacturing Associates - *Old Town*
Senior Accountant - *Old Town*
Staff Accountant - *Old Town*
PT & FT Evening Cleaning - *Various Locations*



Dates and Fun Facts for February

- February 2 is Groundhog Day – the day we find out whether winter will last 6 more weeks or call it quits early.
- February 9 is the Super Bowl in 2025.
- February 12 is Abraham Lincoln's Birthday. The 16th president of the United States was born in a one-room, 16x18-foot log cabin with a dirt floor.
- February 14 is always Valentine's Day.
- February 15 is Susan B. Anthony's Birthday.
- February 17 brings Presidents' Day, a federal holiday also known as Washington's Birthday that is celebrated on the third Monday in February.
- February is also African-American History Month



February's full Moon reaches peak illumination on Wednesday, February 12, 2025. It's known as the Snow Moon due to the typically heavy snowfall that occurs in February. Other traditional Native American names for this Moon include the Eagle Moon (Cree), Raccoon Moon (Dakota), and Hungry Moon (Cherokee).

February in Maine!

Check out some of these fun happenings:

- 01/31 to 02/02 - [U.S. National Toboggan Championships](#) in Camden
- 02/07 - 02/09 - [WinterFest](#) in Biddeford
- All month long - [Flavors of Freeport](#)
- 02/21 - [February Festival](#) in Rangeley
- 02/08 - [Pond Hockey Festival](#) in Rangeley
- 02/21 to 02/23 - [Ice Carving Championship](#) in Belfast
- 02/07 - [207 Day](#) in Portland
- 02/08 - [Horse Skijoring Races](#) in Topsham
- 02/15 to 02/22 - [Somerset SnowFest](#) in Skowhegan/Canaan



Resume Writing Tips

- Tailor your resume: Customize your resume for each job application by including relevant skills and achievements.
- Use keywords: Include keywords from the job description to help your resume pass through Applicant Tracking Systems (ATS).
- Quantify your achievements: Use numbers and metrics to make your accomplishments more concrete.
- Highlight relevant skills: Include skills that are unique to you and that are relevant to the job.
- Showcase remote work experience: If the job involves remote work, highlight your skills in remote communication, time management, and self-motivation.
- Proofread: Check for spelling and



SUPERBOWL SLIDERS

Ingredients

- Sweet dinner sized rolls (I use Hawaiian Rolls)
- 1/4 lb. thinly sliced Swiss cheese
- 1/4 lb. thinly sliced deli ham
- 1/4 lbs. muenster cheese
- 1 tbsp. of mayonnaise
- 1 tbsp. of Dijon Mustard
- 1/2 stick butter, melted
- 2 shakes of Worcestershire Sauce
- 1/2 tsp. of each: salt, pepper, garlic powder
- 3-4 tbsp. of dried minced onions
- 1 tsp. of brown sugar optional but delicious

Instructions

1. Preheat oven to 350 degrees F
2. Slice open your rolls
3. Spray your baking dish with Pam or any nonstick cooking spray
4. Mix together equal parts mayo and Dijon mustard
5. Layer on bottom bun: Swiss cheese, ham (make it puffy), muenster cheese
6. Spread the mayo/Dijon mustard mixture on the top buns
7. Top the sliders

Prepare butter mixture:

Melted butter, seasoning (salt, pepper, garlic powder), Worcestershire, dried minced onions - optional but delicious: 1 tsp. of brown sugar
*Brush the butter mixture over the sliders, bake at 350 for about 25-30 minutes total. Bake covered

grammatical errors, and make sure all contact information is correct.

- Update regularly: Add new skills, experiences, and achievements as they happen.
- Use a cover letter: A cover letter can help you make a good first impression and explain your career transition.
- Use action words: Use strong verbs instead of passive voice.
- Use a clean template: Choose a professional template and use standard section names.
- Save as a PDF: Save your resume as a PDF file with a professional name.

with foil for about 15 minutes.

Then, uncover and bake another 10-15 minutes. Remove from oven and basted with a little more melted butter if needed

Capital Area Staffing Solutions Bangor Area Staffing Solutions

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~The Jobs You Want ~



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