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| --- | --- | --- |
| **Finance** | | |
| Payroll |  | Kerry / Stacey |
| Time Reporting |  | Stacey / Taylor |
| Expenses |  | Kerry / Stacey |
| Benefits Inquiries |  | Kerry/Maddie |
| 401k |  | Kerry / Maddie |
|  |  |  |
| **Contracts** | | |
| MSA |  | Kerry/Theresa |
| NDA |  | Kerry/Theresa |
| SOW |  | Kerry/Theresa |
| Employment Agreement |  | Theresa |
| Subcontract Agreement |  | Theresa |
|  |  |  |
| **Internal Operations / Administrative** | | |
| Goals |  | Kerry |
| Internal Initiatives Tasks (bench) |  | Kerry/Theresa |
| Legal |  | Kerry/Theresa |
| Recruiting/Referrals |  | Theresa/Kerry |
| Onboarding |  | Theresa |
| Resumes & Bios |  | Maddie |
| Project Close Summaries |  | Maddie/Kerry |
| Booking Office Space |  | Theresa |
| Social Events |  | Kerry/Theresa |
| Travel |  | Theresa |
|  |  |  |
| **Technology** | | |
| Google |  | Theresa/Kerry |
| Dropbox |  | Theresa/Kerry |
| Gotomeeting |  | Theresa |
| Zoho |  | Theresa |
| Tenrox |  | Kerry |
| ADP |  | Kerry |
| ProjectPlace |  | Brian Stitt |
| Website |  | Kerry/Theresa |
| LinkedIn |  | Theresa |
| Laptops | Self-serve: [link](https://www.dropbox.com/s/xwlybkfo8m3l12n/Laptop%20Specs%202019.docx?dl=0) | Theresa |
| Software (ex. MS Office) | Self-serve: [link](https://www.dropbox.com/s/xwlybkfo8m3l12n/Laptop%20Specs%202019.docx?dl=0) | Theresa |
|  |  |  |
| **Training** | | |
| Actualize Training Portal |  | Brian/Kerry |
| Training Budget |  | Kerry |
| Internal Systems Training |  | Theresa |
| Conferences |  | Kerry/Theresa |
|  |  |  |
| **Marketing** | | |
| Marketing Content |  | Kerry |
| Social Media  (Facebook, Instagram, LinkedIn, Twitter, YouTube) |  | Lori/Kerry/Maddie |