



PROPOSAL

June 17, 2025

**M/WBE PURCHASING OPPORTUNITY
RECRUITMENT: INFORMATION TECHNOLOGY (IT)**

PIN# 004202500012

New York City Campaign Finance Board



June 16, 2025

NYC Campaign Finance Board
100 Church Street, 12th Floor
New York, NY 10007
Email: purchasing@nyccfb.info

Re: Proposal for IT Recruitment Services | PIN# 004202500012

To Whom It May Concern:

On behalf of eBatiz & Associates, Inc., a proud Minority-Owned Business Enterprise (M/WBE) certified by the NYC Department of Small Business Services, I am pleased to submit our proposal to provide IT recruitment services to the New York City Campaign Finance Board (CFB). We bring over 3 decades of experience in delivering results-driven workforce solutions to private, public and nonprofit sector clients throughout New York City.

As a Latino-owned firm with a deep commitment to diversity, equity, and inclusion, we understand the importance of building strong, representative teams that reflect the communities they serve. Our track record in sourcing top-tier IT talent—including software engineers, cybersecurity experts, and Salesforce developers—demonstrates our ability to meet complex technical requirements while aligning with CFB's mission of transparency, civic engagement, and operational excellence.

eBatiz & Associates is prepared to deliver a robust, proactive recruitment strategy designed to meet the evolving demands of the CFB's Systems Division. We offer a candidate-centered approach, supported by rigorous vetting, market insight, and a collaborative onboarding process that ensures long-term fit and performance.

Thank you for the opportunity to support your important work. We are confident that our team is uniquely equipped to identify and place the innovative professionals needed to advance the CFB's technological goals.

Sincerely,

Eddie Batiz
President & Chief Operating Officer
eBatiz & Associates, Inc.

www.ebatiz.com

certified M/WBE – NYC Department of Small Business Services

Organizational Background & Experience

A. Company Profile

E Batiz & Associates, Inc.
252 W. 29th Street, Suite 500
New York, NY 10001

Company formed in 2011.

M/WBE Certified (See Attachment A)
Corporate Organization Chart & Relevant Resumes (See Attachment B)

B. Experience in IT Recruitment

eBatiz & Associates brings over three decades of recruitment experience which includes IT recruitment, with a consistent track record of successful placements across private, public and nonprofit sectors. With more than 30 years in the field, the firm has averaged over four hundred placements annually, leveraging its deep understanding of technical talent acquisition and workforce dynamics.

The firm has worked extensively with government entities, including the U.S. Navy, the Library of Congress, and various others where it provided strategic recruitment support for multiple middle and high-level positions and extremely technical and security-sensitive roles. In the nonprofit sector, eBatiz & Associates has partnered with mission-driven organizations such as the Acacia Network, VIP Community Services, HOGAR, and Project ReDirect. These engagements underscore the firm's ability to navigate complex organizational structures while delivering top-tier professionals and IT candidates who align with each client's mission and operational goals.

The firm's recruitment history includes a diverse range of technical roles, such as software engineers, cybersecurity specialists, network administrators, Salesforce developers, data architects, IT project managers, help desk, MIS directors and programmers. These placements reflect the firm's core strength in understanding evolving technological landscapes and aligning technical skill sets with each client's unique infrastructure and growth strategy.

C. Capacity and Resources

eBatiz is familiar with various applicant tracking systems. The firm will utilize the applicant tracking system that best aligns with NYC CFB staff. We can adapt to any existing systems already in place.

In-house team and roles are attached with Attachment B

D. Sample Projects & Client List (See Attachment F for Testimonial Letter)

1. In 2014 eBatiz was contracted by Acacia Network to develop the entire in-house MIS Department. This included hiring all technical staff, establishing a data center, help desk and infrastructure. We hired and retained the following staff positions:
 - a. Assistant Director of Information Technology
 - b. Network Engineer - **Hotels Project**
 - c. Data Engineer
 - d. IT Project Manager - **Hotels Project**
 - e. IT Infrastructure Engineer
 - f. Desktop Support Specialist - **Hotels Project**
 - g. Helpdesk Support Specialist

h. Cyber Security Engineer

2. Acacia Network had over 1000 employees and was having extreme problems with employee technical issues. After hiring the appropriate technical staff and establishing a help desk system the issues were reduced by over 90%.
3. In 2018, Acacia Network was awarded 28 Homeless Shelters. Most of these Shelters were Hotels, Acacia needed to hire over 400 employees which included additional IT personnel to setup all computers, phones, internet etc... eBatiz hired 15 techs and assigned them to the shelters. These techs were eBatiz employees (temps) for one year. 10 of these employees were hired permanently by Acacia and several are still employed.
4. EBatiz was successful in placing an additional 400 employees as well (Social Workers, Case managers, Shift Supervisors, Security etc...)

The Brinn Group recently started a technology division, The company needed to hire a MIS director and several Cyber Security personnel. eBatiz was successful in securing placements for all these roles.

eBatiz has successfully placed technical staff for several of our current clients over the last few years.

CLIENTS INCLUDE

- Hogar Inc. (Digital Marketing, Talent Acquisition)
- Urban Health Plan (Digital Marketing, Talent Acquisition)
- Bel Vino Winery (e-Commerce, Digital Marketing, Talent Acquisition)
- Sera Security (Digital Marketing, Talent Acquisition)
- VIP Community Services (Digital Marketing, Talent Acquisition)

Proposed Plan of Action / Approach

A. Candidate Sourcing

eBatiz & Associates employs a multi-tiered sourcing model combining digital visibility, direct outreach, and confidential access points to build and maintain a qualified candidate pipeline:

- Strategic Campaign Funnels: Each hiring campaign is assigned a unique telephone number manned during business hours (M–F, 9–5), allowing candidates to engage confidentially. All calls are recorded and monitored for quality assurance, gaged for recruitment campaign success and are made available for client review.
 - Verification & Tracking: The firm uses internally developed tracking systems to log candidate interactions and verify identity and credentials throughout the hiring process.
 - Job Boards & Headhunting: In addition to proprietary listings on www.employyny.com, eBatiz utilizes major national and regional job boards. In addition to traditional headhunting practices, eBatiz is an expert at social media, Google and YouTube recruitment campaigns for the recruitment of highly specialized or hard-to-fill roles. We will also use video campaigns profiling the NYC CFB culture and opportunities will be created with specific landing pages.
 - Pipeline Management: All resumes and applicant data are stored securely in a centralized, client-accessible database, ensuring continuity, transparency, and reusability across multiple job searches.
-

B. Candidate Screening & Evaluation

The NYC CFB will be assigned a dedicated recruiter who will manage all aspects of the screening and assessment process:

- **Resume & Cover Letter Review:** Every candidate submission is reviewed manually by your designated recruiter who evaluates qualifications against the job description.
 - **Phone Screening & Skills Validation:** Candidates who meet initial prerequisites are scheduled for a phone screen, where both technical and interpersonal skills are assessed. Depending on client needs, additional skills testing or scenario-based interviews may be arranged.
 - **Interview Coordination:** eBatiz will coordinate directly with CFB hiring teams to schedule virtual or in-person interviews and ensure alignment with each team's timeline and availability.
-

C. Candidate Presentation & Selection

eBatiz will present a shortlist of pre-qualified candidates for each job description, accompanied by:

- **Evaluation Reports:** Each candidate submission will include a summary of strengths, technical match, and recruiter commentary on cultural fit and soft skills.
- **Fit Analysis:** Recruiters provide specific rationale for each referral, tying candidate experience directly to CFB's role requirements and team dynamics.
- **Offer & Negotiation Support:** eBatiz will assist the agency throughout the offer and negotiation phase, helping to structure competitive packages and confirm acceptance. Where appropriate, we will also support counter-offer management and onboarding transitions.

D. Market Research and Industry Trends

eBatiz & Associates delivers quarterly market intelligence reports, with supplemental updates as industry conditions evolve. These insight reports typically include:

- Salary and benefits benchmarking across key IT roles and levels
- Talent supply and demand trends, including time-to-fill projections.
- Emerging technology and skills analysis (e.g., demand for cloud, AI, or cybersecurity expertise)
- Competitor recruitment behavior, highlighting where talent is being sourced.

Reports are concise (3–5 pages), formatted in slide or PDF form, and use clean visualizations to support fast decision-making. They are tailored to the client's organizational needs and recruitment priorities.

E. Collaboration with CFB People Operations

eBatiz & Associates is committed to a collaborative recruitment approach that aligns with the New York City Campaign Finance Board's mission to promote transparency, equity, and civic trust in government. We tailor our processes not only to the technical needs of each role, but also to the culture and public-facing values that define CFB as an independent, nonpartisan agency.

- **Immersing in Agency Culture & Values**
We begin every engagement by understanding the CFB's internal culture and its role in enhancing civic engagement, equity in elections, and public service. We ensure all recruitment communications reflect the agency's focus on fairness, innovation, and accountability. Candidates are evaluated not only on technical skills but also on their alignment with the values of public integrity and inclusive service.
- **Development of Hiring Materials**
Our in-house creative and content team supports the creation of inclusive, mission-aligned job postings that appeal to diverse applicants. We design tailored job descriptions, interview questions, and

recruitment materials that reflect CFB's identity — including its use of technology to support civic empowerment. We have expertise in developing all digital ad campaigns and videos.

- **Communication and Reporting Cadence**

We maintain a structured, transparent communication cadence that includes weekly status updates, recruitment progress dashboards, and ad hoc check-ins. Our applicant tracking system supports detailed reporting on sourcing metrics, DEI targets, and time-to-fill benchmarks — all shared with CFB's People Operations team. We are available for live coordination with hiring managers and are flexible with evolving agency needs or schedule changes. We provide all analytics for all online digital recruiting.

This collaborative framework enables us to serve as an extension of CFB's internal hiring function while advancing its public mission through strategic talent acquisition.

F. Sample Timeline (See Attachment C)

Turnaround time varies depending on the complexity and level of the position. For most standard technical roles, our **typical placement window is within 30 days** from the time a job order is released. This includes time for sourcing, screening, presenting qualified candidates, and supporting the interview process.

In cases involving high-priority or hard-to-fill roles, we are able to **expedite the timeline** by leveraging our **existing database of pre-vetted candidates** and will boost outreach for hard to fill positions with ongoing outreach campaigns. Our proactive multi-funnel sourcing approach ensures that we often have qualified individuals already in the pipeline by the time a requisition is formally opened.

This agile response model allows us to present strong candidate slates quickly, while maintaining quality and alignment with the CFB's hiring standards and timeline needs.

Budget & Fee Structure

A. Methodology

eBatiz & Associates proposes a **flat 20% referral fee per placement** based on the candidate's first year annualized salary for all positions placed under this agreement.

To support successful long-term hiring outcomes, we offer a **90-day unconditional guarantee**: If a placed candidate voluntarily departs or is terminated within 90 calendar days of their start date, eBatiz will re-initiate the recruitment process at no additional placement cost to the agency and provide a replacement candidate.

This guarantee reflects our confidence in the quality and fit of our candidate placements, and our commitment to client satisfaction.

B. Associated Project Costs

- Role-by-role compensation proposal (use table aligned with CFB's Estimated Compensation Ranges)
- Any additional services and associated fees
- Administrative or out-of-pocket costs (if applicable)

C. Total Estimated Budget

- Cumulative proposed fees (not to exceed \$500,000)

D. Invoicing & Payment Terms

eBatiz & Associates will submit invoices monthly for services rendered. All invoices will be generated using **QuickBooks** and delivered in PDF format via email, accompanied by the following documentation:

- Breakdown of services rendered.
- Candidate placement details (name, position, salary)
- Copy of signed offer letters or proof of start date
- Any additional receipts or approved out-of-pocket expenses, if applicable

Invoices will reflect services completed during the prior billing period and will be aligned with any CFB-approved work order. Standard payment terms are **Net 30 days** from the invoice date.

All invoice practices will adhere to the City's requirements and can be adjusted in format or cadence to meet the Campaign Finance Board's internal accounting protocols.

M/WBE Documentation – (Attachment A)

1. NYC SBS M/WBE Certification

eBatiz & Associates has proudly maintained its certification as a Minority- and Women-owned Business Enterprise (M/WBE) through the NYC Department of Small Business Services for over 10 years. A copy of our current certification is included as Attachment A..

2. Eligibility and Organizational Profile

As a Latino-owned firm, founded and led by Eddie Batiz—who is of Puerto Rican descent—eBatiz & Associates meets the City's requirements for M/WBE status and exemplifies the spirit of that designation. The company not only qualifies under the City's eligibility criteria but has built its business around a strong internal culture of inclusion, equity, and community-focused service delivery.

3. Commitment to Diversity, Equity & Inclusion

Diversity is central to our mission, not merely a compliance box. Our staff reflects a wide range of cultural and linguistic backgrounds, enhancing our ability to recruit and serve diverse candidates and clients across New York City. We tailor outreach strategies to reach underrepresented populations and ensure our communications are accessible and culturally resonant.

Our values align closely with the NYC Campaign Finance Board's own commitment to transparency, civic inclusion, language access, and equitable hiring. Just as the CFB works to empower all New Yorkers to participate in the democratic process, eBatiz & Associates works to ensure that all qualified candidates—regardless of background—have access to meaningful employment opportunities in public service.



careers
businesses
neighborhoods

ATTACHMENT A

MBE Certificate

Ebatiz and Associates, Inc. DBA: Employ NY

This certificate acknowledges that this company has met the criteria as established by the M/WBE Program at the NYC Department of Small Business Services and is therefore certified as a Minority-Owned Business Enterprise (MBE).

Certificate Number



Expires on

3/31/2030

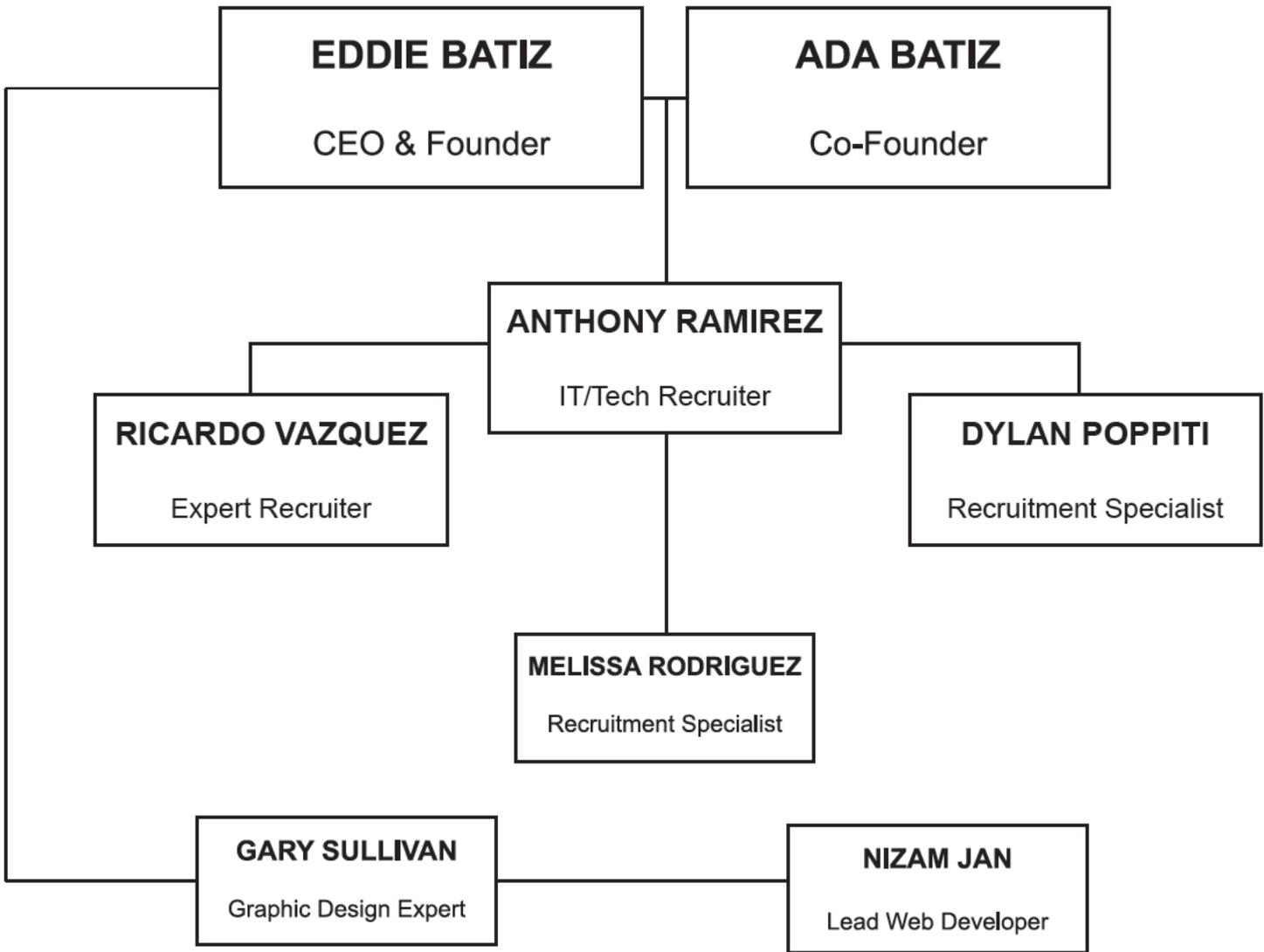
Eric Adams, Mayor

Dynishal Gross, Commissioner

ATTACHMENT B



CORPORATE ORGANIZATION CHART



Anthony Ramirez

Offering 20+ years of technology leadership and innovation expertise, driving advancement, complex delivery, and solutions for multimillion-dollar IT services and nonprofit organizations.

Information Technology professional with twenty years of progressive administrative and management experience, in healthcare IT, serving as a technical lead and hands on engineer. Solutions technology expert with exceptional input during critical expansion periods, establishing approximately 50 locations for Behavioral Health and Transitional Housing programs. A persuasive leader recognized for transforming a team of 22 personnel with roles spanning from Desktop Support, Help Desk, Application Support, Data and Network Engineers, IT Procurement, EMR Trainers, and Telecommunications to achieve operational success.

Areas of Expertise

- Technology Leadership
- Project Management
- Network Administration
- Telecommunications
Avaya/8X8/3CX
- Virtualization
VMWare/Nutanix/Hyper-V
- Cloud AWS/Azure
- Cybersecurity Defense in
Depth
- Palo Alto/Cisco ASA/Cisco
Routers and Switches
- Veeam Backup and
Replication
- Healthcare Application
Maintenance/interfaces
- CrowdStrike EDR
- IT Infrastructure Migration

Distinctive Achievements

- Standardized communication platforms throughout the one-hundred-plus locations via a collocated datacenter and Microsoft Office365
- Increased Acacia Network's efficiency and reduced costs by accurately providing the precise equipment, systems, and software while ensuring the stability and scalability of all technology operations
- Directed digital transformation efforts to facilitate the conversion of 14 Behavioral Health programs from the traditional method of documenting patient treatment on paper to the application of Electronic Medical Records (EMRs)
- Designed and led implementation of cybersecurity defense-in-depth infrastructure including CrowdStrike EDR, Palo Alto Application Firewall, Barracuda Email Security, Veeam Backup and Recovery, Nutanix Replication and Snapshots, Cloud Backups, Cybersecurity user awareness training, and policies and procedures

Professional Experience

Framework Enterprises Inc.

2021 – Present

IT Consultant

Provide advanced IT consulting services to clients in multiple business sectors, including retail, hospitality, and healthcare, identifying and implementing cutting-edge technological solutions to business problems. Conduct IT operations for clients, including Microsoft Office 365 and Active Directory administration, Veeam backup and replication to Wasabi Hot Storage, and user support. Deliver consultative and proactive risk and multi-layer cyber security services,

including Zero Trust Software, EDR, Content and Email Filtering, Email Response system, and Cyber Security Awareness Training.

- Implemented integration between Microsoft Teams and SIP provider to connect the existing phone system with Microsoft Teams.
- Activated interconnectivity between the VOIP system and Twilio via API to initiate automated SMS messages once an option was clicked through auto-attendant.

Acacia Network, Bronx, NY

1/19 – 3/21

Vice President IT/MIS

- Lead the development of a strategic information systems plan that supports the overall mission, and business strategy of the organization.
- Assess prioritize and coordinate requests for IT / MIS changes or new projects and ensures project completion within specified deadlines.
- Accurately and routinely project and provide needed equipment, systems and software increasing efficiency and decreasing costs for the company.
- Work closely with Senior Managers to ensure that each Division's IT / MIS and communications needs are met.
- Investigate new application appropriateness and evaluate unused application to determine usefulness.
- Assure appropriate licensing of corporate software or systems to any third party and assist in their support.
- Assure the security of the organization's information technology, management information systems and telecommunications lines and equipment.
- In collaboration with organization's Compliance/Privacy Officer, ensure the confidentiality, integrity, and availability of any data created, received, maintained, or transmitted, and providing reasonable protection against threats, by providing an efficient and prescriptive framework for managing HIPAA security requirements.
- Develop, recommend, and implement corporate policies, procedures, and standards to promote smooth operation of information and communications systems.
- Software and hardware support for all departments.
- Supervise the network administration for both Microsoft Active Directory and Office 365. This includes assigning new accounts, user rights, and security restrictions
- Coordination of maintenance of all computers and telephones with associated vendors.
- Ensure maximum uptime and stability in the computer systems and networks.
- Responsible for the tracking of all computer equipment maintenance, related contracts, and upgrades
- Installation and coordinate training of upgrades for accounting and billing systems
- Oversee the ordering and purchasing, through the purchasing department, all computer related supplies, including maintaining par levels for printing supplies
- Ensure compliance for all Service Excellence related training for staff and self-development
- Coordinate and collaborate in the overall technology plan for the organization.
- Identify training needed for upgrades and system changes and work with department/division leaders to execute necessary training.
- Coordinate the development and provision of information security training and orientation to all employees.

Acacia Network

9/15 -1/19

Senior Administrator of MIS

1/17 – 1/19

Director of MIS

9/15 – 1/17

- Assess prioritizes and coordinate requests for MIS/Communication changes/new projects and ensures project completion within specified deadlines.
- Accurately and routinely project and provide needed equipment, systems and software increasing efficiency and decreasing costs for the company.
- Work closely with Senior Managers, Directors, and Managers to ensure that each Division's MIS and Communications needs are met.
- Investigate new application appropriateness and evaluate unused application to determine usefulness.
- Assure appropriate licensing of corporate software or systems to any third party and assist in their support.
- Assure the security of the company's Management Information Systems as well as Communication lines and equipment.
- Develop, recommend, and implement corporate policies, procedures, and standards to promote smooth operation of information and communications systems.
- Ensure software and hardware support for all departments for supported programs and hardware (computers and phones).
- Oversee Network Administration of Microsoft Active Directory, including assigning new accounts, user rights, and security restrictions.
- Coordinate maintenance of all computers and telephones with associated vendors.
- Track all computer equipment regarding maintenance contracts and upgrades.
- Installation and training of upgrades for accounting and billing systems
- Manage the ordering and purchasing, through the purchasing department, all computer related supplies, including maintaining par levels for printing supplies.

Promesa Systems, Inc. (currently Acacia Network), Bronx, NY

2013 – 2014

Network Manager

Headed the overall planning, design, engineering, configuration, and monitoring of all voice and data network infrastructures to meet Promesa Systems' business requirements. Deployed Cisco Firewalls, VPN concentrators, and security applications for access to business applications while adopting authorized modifications to the telecommunication and network infrastructure.

- Designed, installed, and set up a complex switching environment and wireless networking, which enables open and secure access and voice and video application support.
- Researched, proposed, and negotiated new technology to guarantee the organization's network infrastructure remains efficient, safe, and reliable.

Additional Experience

Senior Network Administrator, Healthtech, Inc., Hawthorne, NY

2011 - 2013

MIS Infrastructure Manager, Promesa Systems, Inc., Bronx, NY

2000 - 2011

Education

Master of Business Administration

New Horizon Technical Center, New York, NY

DeVry University, New York, NY

Bachelor of Professional Studies Technical Management

DeVry University, New York, NY

A.O.S. Industrial Electronics/Computer Technology

Technical Career Institute, New York, NY

Network Administration and Design

Interconnecting Cisco Devices

Columbia University, New York, NY

Installing, Configuring and Administering SQL

New Horizon Technical Center, New York, NY

Building Cisco Multilayer Switched Networks

Queens College, Queens, NY

Certifications

- Cisco Certified Network Associate (CCNA)
- Microsoft Certified Professional (MCP)
- Microsoft Certified System Administrator (MCSA)
- CompTIA Network Plus
- CompTIA A Plus
- HITRUST Certified Professional

Dylan Poppiti

Software Developer

[LinkedIn](#) | [GitHub](#)

Hello, I am seeking a position as a software developer/programmer. No matter the situation, I aim to go above and beyond what is asked of me. I enjoy the prospect of overcoming difficult tasks and looking for better and more efficient solutions at every turn. Working on projects either as a team member or solo I will deliver on your expectations.

Experience

EBatiz + Associates

Recruiter / December 2023 – Current

- Screened candidates through resume submittals and pre determined information about positions
- Interviewed individuals to determine their comprehension of past experiences and the necessary position aspects
- Worked with HR Managers of various companies to insure that the positions that are advertised and candidates that are desirable are being sent
- Managed mass hiring events, scheduling hundreds of candidates for in person interviews

MRTS, Hauppauge, NY

Employee / June 2022 – August 2023

- I created an Electron app that would connect to an SQL data base, a C# program, then pass data from the database to an HTML webpage.
- Worked on a proprietary phone system which hosted numerous customers with multiple end users across the country. The system was built off of asterisk and was custom fit for each tenant. I assisted with trouble shooting, debugging, and updating the programming. I also documented the system and functionality, as there was no prior documentation.
- I was tasked with developing a Microsoft Teams integration program, where the system could check to see if a given user had a Teams license, and assigned it as needed.
- Worked with PERL, asterisk, Powershell,

MSPNETWORKS, Farmingdale, NY

Employee / June 2021 – June 2022

- Worked with multiple clients to solve multi level technical issues
- Worked with PowerShell

PRACTICE PROVIDER CORP., Hauppauge, NY

Intern / September 2018 – January 2019

- Assisted in the further development of custom program that generates executable code that was translated SQL and yaml files from C#
- Worked with SQL, C#, and yaml

Projects

Sleep and Productivity / October 2020

- Developed in Python
- Takes given information of users sleep and productivity and graphs, saves, and in uses machine learning to predict where your information should fall based on prior information

Medical Records Site / July 2019

Dylan Poppiti

Software Developer

[LinkedIn](#) | [GitHub](#)

- Developed in C# ASP.Net
- Tasked by team to create a program that displays, adds, updates, and deletes stored patient data inside an SQL table via an HTML page
- Learned ASP.Net and Developed project in 5 days

Senior Project Game Development / Fall 2018

- Developed in C# and Unity
- Developed side-scroller game with a team in a duration of 4 months, finished in 3 months.
- Was lead back end programmer as well as project lead
- Created back end features including control, time and point tracking, enemy AI, and collision detection

Store Front / Fall 2017

- Developed in C++
- Created a store front application that managed inventory and requests
- Linking menus and allowed for user/ employee separated transactions such as inventory and sales

Skills

- **Back-End Languages:** Java, C++, C#, PERL, Python
- **Front-End Languages:** HTML, JavaScript
- **Operating Systems:** Windows, Unix, Linux
- **Database Systems:** MySQL, SQL
- **Frameworks:** ASP.Net
- **Concepts:** MVC, OOP, Agile

Education

B.S./ Computer Science, Farmingdale State College / 2016 – 2018

- Dean's List / Fall 2018

RICARDO VASQUEZ

CORPORATE RECRUITER

WORK EXPERIENCE

CONTRACTOR; EBATIZ & ASSOCIATES

CORPORATE RECRUITER: NEW
YORK CITY, NY

2023--PRESENT

Recruitment: Non- Profit Sector

- Well versed in all the following clusters: Health Care, Social Services, General and IT
- Attend local events for recruiting purposes. Career Fairs and Community Business Events.
 - IT: Help Desk Analyst
 - HealthCare Sector: LPN, RN, NP, License Clinician, Social Workers.
- Media Planning: Cost of Ads, Decisions on Placement of Ad, Creating Marketing Campaigns.
- Outbound Leads Calling

CONTRACTOR: LAMPASS INC.

RECRUITMENT: FORT
LAUDERDALE, FLORIDA

05/2016-09/2023

- Media Planning: Planning according to the target population.
- Recruitment Events: College Fairs, Community Events, Job Events
- Plan, Schedule and Supervise the work of fellow Recruiters.
- Target Demographic: Health Care Sector
 - RN
 - LPN
 - Home Health Aides



PROFILE

Recruiter seeking a full-time position to utilize my skills in Sales, Recruitment, Marketing and HR.

SKILLS

Proficient in Social Media
Building Rapport in Customer Service.

First Aid Certified

Studied 3 years of Spanish
Team Leading/ Excellent
Customer Service.

Proficient in MS Office

Various Educational Programs

EDUCATION

MICHIGAN STATE UNIVERSITY

EAST LANSING, MICHIGAN

INTERDISCIPLINARY STUDIES: HUMAN RESOURCE

2015

RELEVANT COURSE WORK: SPECIALIZATION IN HISTORY AND HUMAN CAPITAL

- MARKETING CAMPAIGN COURSE WORK
 - Top seller for Vector Marketing
 - Local business campaign
- DELTA LAMBDA PHI BROTHER: FRATERNITY
 - VOLUNTER WITH LOCAL ORGANIZATIONS : HAVEN HOUSE
 - Fundraising and volunteer work with Homeless Families
- CARMAN-AINSWORTH HIGH SCHOOL GRADUATE: 2005: FLINT, MICHIGAN
 - 3.0 GPA
 - Spanish Club
 - Student Council
 - Student Athlete

REFERENCES

- [REDACTED]
- [REDACTED]
- [REDACTED]

Work Experience:

EBatiz & Associates, May/2017-Present

Contract Assignment

Remote Senior Account Manager Recruiter

- Answered all incoming applicant calls
- Sourced for applicants online for all positions
- Developed and implemented Recruitment Strategies, interviewed applicants, and managed hiring process including executive employee contracts
- Created Job Searched and Networked for positions
- Assisted in Job Fairs and Traveled for them
- Act as point of Contact for Major accounts and managed 235 Employees
- Completed all On-Boarding paper work
- W-2, I-9 Verification, and Health Benefits
- Trained Junior Recruiters Remotely through Zoom Meetings

Randstad USA, June 2018- November 2022

Temp Recruiter/ Sales

- They consisted of exceeding client and talent expectations, and stayed ahead of the staffing industry by offering innovative, creative and effective employment solutions
- Generated new clients
- Recruited Manufacturing & Logistic positions
- Sourced all my candidates through TAS
- Posted job ads through indeed and out company website, I interviewed candidates and completed all on boarding paperwork
- W-4, I-9 E-Verify, insurance packets and completed payroll
- I sourced candidates to clients for upcoming positions
- Traveled for work

Infiniti Employment Solutions, January 2016-May/ 2017

Recruiter/ Account Manager

- Managed Daily Operations
- Recruited for Driving, manufacturing & Logistics positions
- Recruited for all positions such as Clerical, Industrial, IT, CDL Drivers, Laborers, and more
- Completed Payroll and all Contracts for positions we were sourcing for
- Trained new Office Employees
- Assisted Senior Management with making decisions by developing and submitting performance reports with status updates and improvement recommendations
- Gathered, Modeled, and reported all Recruitment and Candidate Metrics
- Negotiated Employee salaries and prepared Employee Contracts
- Managed 12 accounts
- Demonstrated calmness under pressure and Patience
- Maintained all Record in the office well organized

Express Employment Professionals, November/2012-Decemember/2015

Recruiter/ Account Manager

- Directed recruitment efforts and provided advice and coached on all aspects of recruitment and talent management
- Recruited for Universities positions, Admin, Faculty teaching and multiple areas of the school
- Sourced resumes to select the best qualified candidate and interviewed candidates to better assess qualifications and ascertain personality, personal character, and work ethic
- Built and maintained candidate pipeline that aligns with the client needs
- Complied with all operational standards and employment laws and regulations

Education:

Dr. Phillips High school

EXHIBIT C

ESTIMATED TURNAROUND TIME BY ROLE TYPE

Position Title	Estimated Turnaround	Notes
Director-Level Positions (e.g., Director of Data, Director of Salesforce)	30–45 days	Requires deeper vetting, often passive candidates
Mid-Level Technical Roles (e.g., Software Engineer, Salesforce Engineer, QA Engineer)	20–30 days	Most roles pre-pipelined; active recruitment ongoing
Infrastructure Roles (e.g., Azure Cloud Architect, Cybersecurity Engineer)	25–35 days	Specialized skillsets; sourcing may be expedited based on client urgency
Project/Team Roles (e.g., Scrum Master, Technical Project Manager)	25–30 days	May require cultural and leadership alignment
Entry/Coordinator Roles (e.g., Tech Admin Coordinator, UX/UI Designer)	15–25 days	High-volume applicant pool; quicker screening process

Attachment D

ASSOCIATED PROJECT COSTS

ITEM	COST	TIMEFRAME	ANNUAL
Google PPC (Display - Search - Video)	\$		
Social Media (Content Creation / Posting Management)	\$		
Job Boards	\$		
Career Fairs	\$		
Print (Marketing Materials e.g. flyers, handouts, brochures)	\$		
Video Production	\$		
Telephone Software	\$		
Administration	\$		
Designated Recruiter Salary (base)	\$		
Applicant Tracking	\$		

TOTAL MONTHLY EXPENSES	\$ 11,500.00
TOTAL FIRST YEAR ANNUAL EXPENSES	\$ 155,000.00
TOTAL YEAR TWO ANNUAL EXPENSES	\$ 138,000.00

ATTACHMENT F



770 East 176th Street
Bronx, NY 10460-4617

Phone
718.583.5150

Debbian Fletcher-Blake, APRN, FNP
President & Chief Executive Officer

June 16, 2025

Debbian Fletcher-Blake
President and CEO
VIP Community Services
<https://www.vipservices.org>

Re: The New York City Campaign Finance Board

Dear Board,

I am writing this testimonial on behalf of Eddie Batiz, whose firm has been providing recruitment services to VIP Community Services for the past two years. Mr. Batiz's company manages all of our recruiting efforts across every level of the organization and has been instrumental in helping us meet the ongoing demands of today's workforce.

Since the COVID-19 pandemic, VIP has added over 250 new employees to support our expanding services. Mr. Batiz has significantly reduced our recruitment cycle in each of our service areas. His recruitment team collaborates seamlessly with VIP's staff and employs innovative strategies to attract well-qualified, mission-driven individuals.

Given the national challenges in workforce recruitment, we needed a partner who is committed, understands the communities we serve, and can uphold our mission. Mr. Batiz fulfills all these criteria. Through Mr. Batiz's company, the recruitment process has become more efficient, targeted, and aligned with our mission to serve the community. His dedication, professionalism, and understanding of the nonprofit sector make him an invaluable partner.

I offer my full support and highly recommend Eddie Batiz to fulfill your recruitment needs, and I am confident that you will be as satisfied as we have been.

Please feel free to contact me [REDACTED]
additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Debbian Fletcher-Blake', is written over a horizontal line.

Debbian Fletcher-Blake, APRN, FNP
President & CEO
VIP Community Services

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