



Optomi Professional Services™

WHO TO GO TO *for what*

Shared Services Team and Titles

Adam D'Eramo – **VP of Finance**

adamderamo@optomi.com

Kyle Zeitounian – **Controller**

kylezeitounian@optomi.com

Amber Gerard – **VP of Talent**

ambergerard@optomi.com

Patrick Fuller – **Senior Accountant**

patrickfuller@optomi.com

Paul Brown – **Senior Accountant**

paulbrown@optomi.com

Brittany Rains – **HR Operations Manager**

brittanyrains@optomi.com

Hope Whitaker – **Payroll Supervisor**

hopewhitaker@optomi.com

Andrew Garmon – **Operations Analyst**

andrewgarmon@optomi.com

McKenna Meath – **Digital Designer & Marketing Coordinator**

mckennameath@optomi.com

Louisa Boron - **Visual Marketing Designer**

louisaboron@optomi.com

Group Correspondence

consultantcare@optomi.com

(Recipients: [Brittany Rains](#), [Hope Whitaker](#), [Andrew Garmon](#), [Patrick Fuller](#))

- Consultant Benefits
- Consultant Payroll
- Timekeeping Issues
- Onboarding processes
- Independent Contractors and 3rd Party Subcontractors
 - Vendor Letters, Task Orders, Etc.
- Rejected Placements and Change Request
- Bullhorn Issues and record adjustments
- Portal Access (VMS, LinkedIn, Bullhorn, Fieldglass, etc)
- Employment Verifications
- Referrals
- Client Audits & SLAs
- That's Caring orders

ambergerard@optomi.com Include when reporting or requesting assistance with potential consultant Human Resource Issues.

billing@optomi.com

(Recipients: [Paul Brown](#), [Kyle Zeitounian](#), [Adam D'Eramo](#))

- Client invoicing setup and maintenance
- Billing contact adjustments
- Accounts Receivable/Collections
- Payment status for invoices
- PO balance and Tracking

Client billing inquires should be directed to **AR@optomi.com**

accountspayable@optomi.com

(Recipients: [Patrick Fuller](#), [Kyle Zeitounian](#), [Adam D'Eramo](#))

- Vendor Agreements
- Accounts Payable
- Office supplies & Equipment
- Facilities (office) Management
- Leadership Expense Reimbursement
- Purchasing guidance & approvals
- Vendor Inquiries

IT-Manager@provalus.com

(Recipients: Provalus IT Managers, Adam D'Eramo)

- Technical Support with Office365 (Email)
- Technical Support with Internet & Phone Systems

Finance - Direct Correspondence

ADAM D'ERAMO

adamderamo@optomi.com

- Review and approval of all legally binding client agreements (i.e. MSAs, SOWs)
- Visa & Immigration Process
- Corporate leases
- Gross Profit Calculator and Producer Expectation Inquiries
- Special pricing related inquiries and Gross Profit exception approvals
- Request for Proposal (RFP) guidance
- Financial Statements
- Ad Hoc Reporting
- Escalation of any non-HR related shared service issues

HOPE WHITAKER

hopewhitaker@optomi.com

- Internal Payroll
- Commissions
- PTO
- Access
- Producer Expense Reimbursements

Marketing - Direct Correspondence

MCKENNA MEATH

mckennameath@optomi.com

- Marketing Materials for OPS and all of its brands:
 - Business Cards
 - Presentation Folders
 - External-facing Marketing Collateral
 - Social Media
 - Event & Networking Material
 - Branded Merchandise
 - Client Gifts
 - Consultant Gifts
 - Email Signatures
- Internal Marketing Collateral:
 - Training Documents
 - Culture Committee Graphics
 - Leadership Committee Graphics
 - Stakeholder Committee Graphics
 - Charity Committee
 - Surveys
 - ...among others.

LOUISA BORON

louisaboron@optomi.com

- Marketing Materials for OPS and all of its brands:
 - Brochures
 - Hardcover Books
 - E-mail Blasts
 - Video Production
 - Office Visuals
 - Signage
 - ...amongst others.