# Business & Beyond

A Saginaw Future Quarterly Publication.



### New Investment on S. Washington



Reinvestment and redevelopment is coming to S. Washington Ave. in the City of Saginaw as two companies will expand and bring dozens of jobs to the area.

Midwest Surgical Associates plans to construct a 16,000 sq. ft. two-story building in the 1000 block of S. Washington Ave.

The total investment for the project is projected at \$1.5 million, and will create 10 new and retain 25 jobs in the City.

The developer of the property also plans to attract one or two new specialty medical tenants to the facility. In addition, this project would result in the demolition of two vacant blighted structures, and continue to expand the medical corridor that the City has been fostering over the past 15 years.

Saginaw Future worked with the City of Saginaw and the Michigan Economic Development Corporation on extend-

MIDWESTERN SURGICAL
ASSOCIATES P.C.

Samuel Shaheen, M.D.

Michael Sullivan, M.D.

Wael Solh, M.D.

Yong Yoon, M.D.

ing the site's virtually tax-free Renaissance Zone term.

Saginaw Future is also assisting with a Brownfield tax credit for the project and the developer plans to implement a number of renewable energy features in the building construction.

Gateway Financial is the second

### **Fullerton Tool to Invest \$2.7 Million**



The Fullerton Tool Company is located at 121 Perry St. in the City of Saginaw.

Fullerton Tool Company, based in the City of Saginaw, is slated to invest \$2.7 million in new equipment over the next three years.

The investment will result in the retention of 110 employees and potentially adding 10 new jobs at the site.

Fullerton Tool also plans to join a 17 company collaborative of Michigan tool & die firms to apply for Tool & Die Recovery Zone status from the Michigan Economic Development Corporation (MEDC).

The zone status allows companies to operate free of most state and local taxes for a designated time frame.

In addition to the tax credit, the collaborative will provide networking opportunities, potential for joint purchasing and the introduction to new customers -providing diversification and growth opportunities.

Saginaw Future assisted with the tax credit application request for 10 years, which was approved by the City of Saginaw. The MEDC is expected to act on the application in December of this year.

Fullerton Tool Company was also named the 2010 American Eagle Value-Added Manufacturer Award winner by the Industrial Supply Association.

(continue to page 2)

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515 N.Washington Ave., Third Floor Saginaw, MI 48607 USA Phone: (989) 754-8222 Fax: (989) 754-1715 E-mail: info@SaginawFuture.com Eco Dev: www.SaginawFuture.com Solar: www.MiGreatLakesBaySolar.com

Property: www.MiGreatLakesBaySites.com

### Inside this issue:

- HSC & Dow Corning Continue to Impact
- Hausbeck Pickle Continues to Grow
- Saginaw Future Contributors
- Wirt-Rivette Develops in Saginaw
- · Saginaw Future Recognized

### 2010 SF Board of Directors \*Bob Van Deventer

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\*Denotes Executive Committee

\*\*Denotes Ex Officio Members

### New Investment on S. Washington

(Continued from page 1)

partner involved in the expansion project. Two years ago, Garber Management Group moved its headquarters to Downtown Saginaw along the riverfront.

Its vehicle finance service division, Gateway Financial, occupies most of the first floor, but needs room to expand. Once



Midwest Surgical Associates builds its new office building across the street, Gateway way will occupy the entire lower level.

Gateway Financial provides financing options for customers of the eight dealerships and 17 franchises under the Garber brand. In operation since 1996, the company currently has 65 employees and needs the space to grow its operations.

The company expects to hire an additional 30 to 50 employees, and invest upwards of \$500,000 at the location. The S. Washington Ave. corridor has seen significant growth throughout the last 10 years with the addition of Michigan CardioVascular Institute, new Citizens Bank branch, Tri-City Urology, Pain Consultants of Michigan and more! www.garberautogroup.com

### Fullerton Tool to Invest \$2.7 Million

(Continued from page 1)



The award recognized the efforts of the Fullerton Advanced Solutions Team (FAST).

Externally, the FAST team is committed to listening and responding to customers to help them achieve their goals and become more efficient and profitable.

Internally, Fullerton is dedicated to lean principles and continuous improvement aimed at reducing lead times, improving quality and adding value at every step.

In order to receive the ISA Value-Added Manufacturer award, a company must demonstrate its ability to generate exceptional documented cost savings or productivity improvements for customers.

ISA is the leading association of the maintenance, repair, operations and production (MROP) supply chain, serving more than 1,200 member locations in North America. ISA's mission is to provide all members with services to help them increase sales, decrease expenses and increase profitability.

For more than 65 years, Fullerton Tool Company has been a leader in the manufacturing and development of quality solid carbide round cutting tools.

The company provides metalworking tools to major production machine shops as well as small job shop facilities throughout the world.

www.fullertontool.com



### **HSC Continues to Impact the Region**

Hemlock Semiconductor Corporation (HSC) continues to impact Saginaw County and the Great Lakes Bay Region with its multi-billion dollar investment and hundreds of jobs created.

HSC continues to expand upon its most recent construction project. In July, 2007, Thomas Township approved an application for an Act 198 Industrial Facilities Tax Exemption Certification for the company. The original proposal called for new real property totaling \$146 million at 12334 Geddes Rd.

The final real property improvements have exceeded



Hemlock Semiconductor Corporation is located at 12334 Geddes Rd. in Thomas Township.

the amounts in the original application by \$129 million for a total of \$275 million. Saginaw Future assisted the company and community in preparing a resolution to amend the original certificate. The increase in investment significantly adds to the local and state tax base. The company's latest local expansion created more than 300 new jobs and added more than 800 construction jobs. HSC has been providing ultra-high purity polysilicon to customers for over 45 years. www.hscpoly.com

### **Dow Corning HIMS Invests**



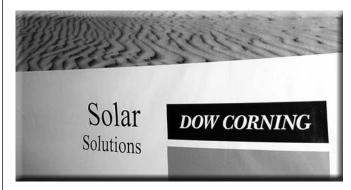
Dow Corning Corporation is slated to invest \$3.53 million over the next two years in infrastructure and new equipment at its Thomas Township Health Industries Materials Site (HIMS) facility.

The majority of this latest investment will involve securing a new electrical substation and relocating the existing substation. Dow Corning HIMS will also purchase tooling and molds to support commercialization of fabricated tubing and other production equipment. The investments will result in the retention of 10 jobs at the site.

This is Dow Corning's fourth recent investment at the facility totaling nearly \$15 million. HIMS, established in 1964, is the only Dow Corning site dedicated to supplying products to the health care industry, and is registered and inspected by the U.S. Food and Drug Administration as producer of bulk pharmaceutical ingredients.

HIMS' products are used by customers around the world to manufacture a wide variety of health care products, including pharmaceutical tubing, pacemaker leads and more. <a href="https://www.dowcorning.com/content/about/aboutcomm/hemlock\_healthcare.asp?e=Meet+Our+Communities">www.dowcorning.com/content/about/aboutcomm/hemlock\_healthcare.asp?e=Meet+Our+Communities</a>

### **New Investment at Solar Solutions**



Dow Corning's Solar Solutions Applications Center is commercializing new ways to use silicones to replace existing materials in the construction of solar laminates used in solar modules. The Applications Center has launched its fourth expansion since reopening in 2008 to collaborate with customers to develop, evaluate and pilot materials solutions used to manufacture solar panels.

A \$1.2 million expansion was just completed in the 2nd quarter of 2010 that included the addition of more lab space. Dow Corning is now undertaking an \$845,000 expansion that includes the purchase of new lab equipment. More than \$8.5 million has been invested in only the past two years.

A team of 26 engineers and scientists staff the facility, which is designed to be expanded as needed to meet the needs of the growing solar and photovoltaic industry.

Dow Corning is investing to expand its portfolio of total solution packages for solar cell manufacturing, module assembly and installation. www.dowcorning.com/content/solar/default.aspx?wt.svl=Homepage\_Button\_Solar&bhcp=1



### **Hausbeck Pickle Continues to Grow**

The Hausbeck Pickle Company is once again growing and plans to purchase new desalting equipment as part of the second-phase of its latest expansion and development project. A new addition to its City of Saginaw facility was completed this spring, which freed up space in its original facility.

Hausbeckinvested \$600,000 in the addition, which was the first phase of the project. The company has invested nearly \$2 million and hired 17 additional people earlier this year as result of the overall expansion.

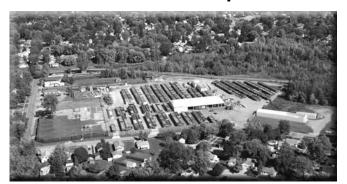
A family-owned and operated business since 1923,



The Hausbeck Pickle Company is located at 1626 Hess Ave. in the City of Saginaw.

Hausbeck Pickle continues to expand its SUBWAY® chain business and for the first time is entering the Canadian market. Hausbeck has a number of valued customers and is a proud supplier to many well known nationwide quick service restaurants. Saginaw Future assisted the City and the company with the creation of an industrial development district encompassing the original building, as well as extending Renaissance Zone status to the additional space. www.hausbeck.com

### **Custom Foods Expands**



Custom Foods, Inc. is located at 634 Kendrick St. in the City of Saginaw.

Custom Foods, Inc. is a local agribusiness that has plans to purchase new equipment and install a new tank yard at its City of Saginaw location. Custom Foods will invest nearly \$750,000 due to increase demand for its products and the need to upgrade its facilities.

The company is a successful food manufacturer that specializes in the grading and brining of pickles for commercial use.

Custom Foods is purchasing new fiberglass storage and processing tanks that will replace outdated wooden tanks at 634 Kendrick St.

The expansion calls for the construction of a new tank yard that will include the pouring of new cement pads. The tanks will then be placed and secured on the new pads.

Saginaw Future has worked with Custom Foods for a number of years and was able to assist the company and the community with an investment incentive for the expansion project.

### More Than \$1.1 Million Invested



Saginaw Control & Engineering is located at 95 Midland Rd. in Saginaw Charter Township.

Saginaw Control & Engineering (SCE) manufactures sheet metal electrical enclosures for a variety of industries and is currently investing \$1.1 million in new robotic machinery. The company will hire 12 more workers to operate and maintain the new equipment at its Saginaw Charter Township site.

This is SCE's second investment at the facility since the Saginaw Charter Township Board of Trustees enacted its new tax abatement policy a year ago. Saginaw Future assisted both the company and the community through the process.

SCE has been serving the electrical industry since 1963 at its 255,000 sq. ft. manufacturing complex. Its manufacturing and warehouse facility uses state-of-the-art fabricating equipment including the newest laser technology.

In addition to its Saginaw location, SCE has added a distribution center in Lenoir City, Tennessee; to accompany existing distribution centers in Aurora, Ohio; and Kenosha, Wisconsin. www.saginawcontrol.com



## momentum

### Campaign for Tomorrow's Growth Saginaw Future Inc. 2010 Contributors

\$50,000 +

Dow Corning Corporation and Hemlock Semiconductor Corporation

\$25,000

Citizens Bank

Covenant HealthCare

\$10,000 - \$20,000

JPMorgan Chase Foundation

Consumers Energy The Dow Chemical Company

HealthPlus of Michigan

Mobile Medical Response, Inc.

Nexteer Automotive

St. Mary's of Michigan

\$4,000 - \$5,000

Bierlein Companies, Inc.

The Saginaw News

\$2,000 - \$3,999

Bavarian Inn Restaurant & Lodge Braun, Kendrick, Finkbeiner PLC

Champagne & Marx Excavating, Inc.

Chemical Bank

Fabiano Brothers

Frankenmuth Mutual Insurance Co.

Garber Management Group Great Lakes Bay Michigan Works!

IBEW Local #557

Independent Bank

John E. Green Company Means Industries, Inc.

Memtron Technologies Co.

Merrill Technologies Group

Morley Companies, Inc Pumford Construction Inc.

Rehmann

Riverfront Medical Realty

Scientific Brake & Equipment Co.

Spence Brothers

Spicer Group Stevens Worldwide Van Lines

The Straits Corporation

Three River Corporation Wildfire Credit Union

Wolgast Corporation

\$1,000 - \$1,999

1st State Bank

Absolute! Building Maintenance Acoustical Services, Inc.

Amigo Mobility International, Inc. Art Sample Furniture CIGNYS

JoAnn Crary Delta College

Filtrona Porous Technologies

Fullerton Tool Company

Glastender, Inc.

Hausbeck Pickle Company Inc.

ITC Holdings Corporation

Kochville Township DDA KUKA Assembly and Test Corp.

Lake Huron Crédit Union

Michigan CardioVascular Institute Midwestern Surgical Associates

Residence Inn/Springhill Suites by Marriott Rifkin Scrap Iron & Metal Co. Saginaw Bay Underwriters

Saginaw Transit Authority Regional Services

Saginaw Valley State University

Sargent Docks & Terminal, Inc. and Saginaw Rock Products

SVRC Industries, Inc.

Synergy Medical Education Alliance

Team One Credit Union

Tri-Star Trust Bank

United Auto Workers Region 1D

Wanigas Credit Union

Wigen, Tincknell, Meyer & Assoc., Inc.

William A. Kibbe & Associates, Inc.

Wolohan Enterprises Inc.

Wright-K Technology, Inc.

Yeo & Yeo

A.C. Klopf Inc. Accurate Carbide Tool Co.

AKT Peerless Environmental Services, LLC

American Maintenance & Cleaning

Andrews, Hooper & Pavlik PLC

Brandle Roofing & Sheet Metal Co. BRONNER'S CHRISTmas WONDERLAND

Central Warehouse Company / Saginaw

Diversified Services LLC

Chesaning Manufacturing Co. Community State Bank

Deisler Funeral Home

Duperon Corporation Duro-Last Roofing, Inc.

E.A. Becker & Associates, Inc. Employee Benefit Resources, Inc.

Firstbank-Alma

Frankenmuth Credit Union

Gardner, Provenzano, Schauman & Thomas, P.C.

Gilbert, Smith & Borrello, P.C

Great Lakes Loons/Michigan Baseball Foundation

Hi-Tech Optical Inc. & Phase Liner of

Michigan, İnc. Horizons Conference Center

HYMMCO, LLC

InCal Technologies Iron Workers Local 25

LB Transportation Group - Omni Warehouse

Mahar Tool Supply Co., Inc.

Masud, Patterson, Schutter, Peters &

Vary, P.C.
McNally-Nimmergood Co.
Michigan Sugar Company
Miles Petroleum & Propane, Inc.
MIS Corporation - Michigan

Muehlenbeck Distributing Co., Inc.

Norton Accounting & Consulting One Source Office Products

Orchid Unique Advanced Machining

Pinnacle Design Ramey's Janitorial Services

R.C. Hendrick & Son, Inc. Remer Plumbing, Heating & A.C. Inc. Saginaw Labor Council AFL-CIO

Saginaw Medical Federal Credit Union

Severance Tool Industries S.P.A.C.E., Inc.

SSP Associates, Inc.

Standard Electric Company Star of the West Milling Company

Trademark Commercial Group Wilcox Professional Services, LLC

William F. Nelson Electric, Inc.

Wirt Financial and Leasing Services Wirt Saginaw Stone Dock

XPEDX, Division of International Paper Co.

Zatkoff Seals & Packings Zehnder's of Frankenmuth

\$50 - \$300

AGD Management Corporation McDonald's Office

Delena and Ed Allen

Bailey Construction

Beattie Master Pool & Spa Bright Wilkins Investment

Business Innovations Group

Century 21 Signature Realty Cinderella, Inc. Commerce Center Partnership

Freeland Bean & Grain Future Insurance Agency

**Business & Beyond** 

General Machine Service Global Recruiters of Saginaw

Hoyt Nursing & Rehab Centre

J. M. Kusch, Inc. John M. Jacobs Plumbing & Heating Inc.

John V. Polomsky II, P.C. Steve & Ann Jonas

King Communications Inc. MacDonald Broadcasting Company

Maple Ridge Financial Mast, Foulds & Co., P.C.

The Mayan Agency

MBS International Airport Commission

Mid Valley Insurance & Financial Services

Midwest Sales, Inc. Panda Promotional Products

Pat's Food Center

RA Monk Insurance Agency

R&R Ready-Mix, Inc. Saginaw Co. Employees Credit Union Saginaw Machine Systems

TBF Graphics/Digital

Terabyte Consulting TPI Powder Metallurgy Inc.

TSSF Architects, Inc.

Wade Trim, Inc.
Webster, Looby & Baumgarten, P.C.
Zehnder & Associates, P.C.

· Atlas Advertising

Zeilinger Wool, Co. Zolton Law Offices

Dornbos Printing Impressions The Michigan Banner

Princing & Ewend

Step Above Enterprises - Jake's Old City Grill

WNEM TV5

Local Government Contracts

Bridgeport Charter Township DDA Buena Vista Charter Township DDA

Carrollton Township

Chesaning Township

City of Frankenmuth

City of Saginaw City of Zilwaukee County of Saginaw

Richland Township

Saginaw Charter Township Spaulding Township Thomas Township

Tittabawassee Township Village of Birch Run

Village of Chesaning

Management

Village of St. Charles

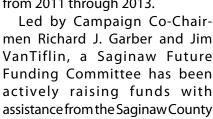
Project Specific Contributors

AT&T Foundation Robert E. Stark & Martin H. Stark

Foundation Margaret Stoker Charitable Trust administered by Citizens Bank Wealth

### **Sustain** the Momentum Invest in **Saginaw Future**

Saginaw Future and its volunteer Board of Directors are nearing the finish line! They have been working extremely hard to finish its funding campaign, Sustain the Momentum - Invest in Saginaw Future, which supports Saginaw Future's economic development efforts from 2011 through 2013.



Chamber of Commerce. Saginaw Future is a 501(c)3 non-profit, with the majority of its funding coming from private sector tax deductible contributions.



Jim VanTiflin

The support of local businesses, individuals, foundations and organizations will allow for continued progress in existing programs and the development of new initiatives.

Saginaw Future also contracts with 18 local municipalities, including the County of Saginaw and the City of Saginaw, for economic development services. The ultimate goal is new investment and jobs in Saginaw and the Region! To Invest in Saginaw Future please go to www.SaginawFuture.com and click CONTRIBUTE HERE! or call Lisa at 989-754-8222 x 239.

### Wirt-Rivette Develops in Saginaw

The Wirt-Rivette Group, formally Wirt Financial & Leasing Services, has relocated its main office to the City of Saginaw.





The firm now occupies the former Independent Bank building at 3520 Davenport Ave. near Mackinaw Rd.

Wirt Financial & Leasing Services has been serving clients for over 25 years, and in recent years, its programs and services have expanded to provide integrated finance and consulting solutions for clients. These programs and services will continue to be available through The Wirt-Rivette Group.

Affiliates in the group will focus on specific services such as equipment financing, property financing, property management and consulting. The Wirt-Rivette Group's name reflects its affiliated companies, which will serve clients' business growth needs.

Wirt-Rivette's new Saginaw offices, which is one of two locations in the Great Lakes Bay Region, will house 13 employees.

Saginaw Future was able to assist Wirt-Rivette and the City through facilitating meetings with the City of Saginaw's tax division in order to reassess the property, which helped to spur new investment and the redevelopment of the site. **www.wirtrivettegroup.com** 

### **Growth for M Curry Corp.**



M. Curry Corporation and Bridgeport Charter Township requested Saginaw Future's assistance in helping to establish a Michigan Tool & Die Renaissance Zone.

The company received the designation from the Michigan Economic Development Corporation and was able to retain 23 employees. Michigan's tool & die companies have been hit extremely hard with the downturn in the economy and the global shift in manufacturing.

M. Curry now has the ability to partner in a collaborative with other tool & die companies around the state-sharing services, contract opportunities and purchasing savings. The zone status allows companies to operate free of most state and local taxes for a designated time frame.

The manufacturer plans to reinvest the savings into the company to assist in further diversifying its customer base.

M. Curry Corporation has been manufacturing tools in Bridgeport, Michigan since 1961. Its employees have an average of 15 years manufacturing experience.

The ISO-9002 registered company produces carbide tooling, punches, dies, gauges, bushings, form inserts and special per print items. **www.mcurrycorp.com** 

### **Chesaning Site Redevelopment**



Enterprises Elite LLC is located at 15403 Sharon Rd. in Chesaning Township.

Enterprises Elite LLC purchased the former Peet Packing facility in Chesaning and is making improvements to the structure to attract manufacturers that will lease space.

Saginaw Future assisted the company and the community with establishing an Industrial Development District to offer potential new companies investment incentives.

The Chesaning Township Board held a public hearing and approved the Development District request that encompasses the entire former Peet Packing facility.

Chesaning Township still maintains the rights to review tax abatement requests by a potential company. Creating a district enables a prospective company to qualify for a local tax abatement or other state incentives.

The site is more than 18 acres, zoned M-1 Industrial and also includes a large structure available for lease, and it can be sub-divided.

Peet Packing Co. produced bacon, ham and sausage for 109 years before closing in 1995.



### Saginaw Future Staff and Initiative Recognized

#### Steve Jonas is Medalist of the Year

The Michigan Economic Developers Association (MEDA) recently presented Steve Jonas, Executive Vice President of Saginaw Future, with its Medalist of the Year Award.

"Steve is an economic development professional recognized for his expertise and willingness to go the extra mile to help companies and



communities," said Saginaw Future President JoAnn Crary. "His involvement in organizations from Michigan Works to the County's Brownfield Authority has made a marked difference on this community and the region."

As MEDA's highest award, the Medalist Award is presented to an individual who has demonstrated a commitment to the profession of economic development, dedication to the growth of his or her community, and has a demonstrated record of achievement over his or her career. www.medaweb.org

### **Delena Spates Allen Receives Master's Certification**

The George Washington University School of Business recently awarded Saginaw Future's Delena Spates Allen with a Master's Certificate in Government Contracting.

This certificate provides a mastery of the core principles, regulations and procedures that govern today's federal procurements. Complet-



ing this program provides practical and well-rounded, journeyman-level knowledge of the entire acquisition cycle. Spates-Allen is Saginaw Future's Procurement Manager and has over 20 years of expertise helping businesses acquire federal and state government contracts. www.esi-intl.com/Certificates

### **JoAnn Crary Selected Committee Chair**

The Nominating Committee of the International Economic Development Council (IEDC) has elected JoAnn Crary, CEcD, President of Saginaw Future in Saginaw, Michigan, as Vice Chair of the External Member Relations Committee.



"We look forward to the leadership

Ms. Crary will provide in her new role as IEDC, the world's leading economic development organization for professionals in the economic development arena, continues to fulfill its goal of delivering quality information, education, and outstanding development opportunities to members and partners," Chair-elect Dennis G. Coleman said. www.iedconline.org

### **Solar Advantage Initiative Receives Award**

The Great Lakes Bay Eco- MI Great Lakes Bay nomic Development Partnership received an Honorable Mention for Excellence in Economic Development for A D V A N its Michigan Solar Advantage:



Regionalism and Cross-Border Collaboration Promotion for communities with populations of 200,000 – 500,000 from the IEDC. www.migreatlakesbaysolar.com

### Win Government Contracts!

The Saginaw Future Procurement Technical Assistance Center (PTAC) continues to assist regional companies attain government contracts.

The Saginaw Future PTAC assisted nine regional companies win nearly \$4 million in government contracts. The



companies won a total of 65 state and federal government contracts in the third quarter of 2010.

The numerous products and services provided include aerospace and defense related, medical device manufacturing and advanced manufacturing. The Saginaw Future PTAC provides no fee assistance to businesses that are interested in tapping this market. www.SaginawFuture.com/Expand-in-Saginaw-**Government-Contracting.aspx** 

### **Government Contracting Advanced Market Research Seminar**

- Wednesday, November 17, 2010
- Saginaw Future 515 N. Washington Ave., 3rd Floor Saginaw, MI 48607
- Registration: 8:30 am 9:00 am
- Seminar: 9:00 am 12:00 pm
- FREE OF CHARGE
- To register, please contact: Asen Marchev 989-754-8222 x 233 or email amarcheve@SaginawFuture.com



**Business & Beyond** 

### **Saginaw Future**

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NEW!!! www.SaginawFuture.com

### Saginaw Future 2010 Performance Report

	2010 <u>Goal</u>	First Quarter	Second <u>Quarter</u>	Third Quarter	YTD <u>Total</u>
Business Expansions	20	7	6	11	24
Businesses Attracted	5	1	2	1	4
Jobs Created/Retained	1,000	116	114	264	494
# of Gov't Contracts	350	186	271	65	522
Value of Gov't Contracts	\$14 M	\$2.3 M	\$11.3 M	\$4.0 M	\$17.6 M
Value of New Investment	NGE	\$7.8 M	\$25.9 M	\$175.75 M	\$209.45 M

### **NOTE:**

Saginaw Future uses multiple mailing lists, if you receive a duplicate newsletter, please pass it on to an interested associate.

Also, please contact Saginaw Future with address changes or with any new additions to the mailing list.

For previous newsletters and/or additional Saginaw County, MI, USA publications, go to www.SaginawFuture.com or call 989-754-8222.

### Saginaw Future Staff

- JoAnn Crary, CEcD President
- Steve Jonas, CEcD Executive Vice President
- Delena Spates-Allen Procurement Manager
- Tom Miller
   Economic Development
   Specialist

- Greg LaMarr
   Communications Manager
- Stephanie Bauer

  Accountant
- Lisa Dobbins
   Office Manager
- Lindsey Zion Intern