



## *Mattson Resources* *Programs in Review 2011*

- **WBE Certification**-Supplier Diversity Program  
Mattson Resources is certified as a Women's Business Enterprise by the Women's Business Enterprise National Council (WBENC) certification for women-owned business is one of the most widely recognized and respected certification in the nation.
- **Computer Training**  
Microsoft Word                      Microsoft Excel  
Microsoft PowerPoint              Microsoft Access  
Typing/Data Entry                  A/P, A/R, Payroll
- **Testing Center**  
Available Onsite 7:30-5:00 Monday through Friday  
Available Online Anytime  
Tutorials available to all Microsoft products  
Prove it testing is provided and available to Mattson clients for their own candidate use for testing.
- **Benefits**  
  
Six paid holidays (After 800 hours worked)  
New Years                              Memorial Day  
Fourth of July                         Labor Day  
Thanksgiving                         Christmas  
  
1 week vacation-After 1500 hours worked  
Candidate will receive vacation pay for one week (5 days) of average worked hours.
  - Direct Deposit
  - Timecard Pickup/ Paycheck Delivery
  - Referral Bonuses
  - Medical Coverage
- **Specialty Divisions**  
-Administrative  
-Accounting/Finance  
-Engineering/IT  
-Skilled Labor
- **Client Loyalty Program**
- **Payroll Service Program**