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HF Planners, LLC Welcomes Sandra Fonte, New Office Manager to the Team
Sandra brings over 20 years of administrative experience to HF Planners, LLC

(Branchburg, NJ, August 1, 2022) HF Planners, LLC is proud to announce that we have welcomed Sandra Fonte to the team as an Office Manager. Sandra will handle daily administrative tasks such as invoicing, general office operation, and the coordination of meetings.

With over 20 years of managerial experience, Sandra brings her knowledge of customer service, team management, and operational administration to HF Planners, LLC. In addition, she has an extensive background in Procurement and Logistics, which will be an asset to the position. Sandra's organizational skills and attention to detail will help to keep the office running efficiently.

Caroline Shelly, Principal and founder at HF Planners, LLC shared, "Sandra brings an operational approach to the company, which will help streamline our process and procedures."

About HF Planners, LLC: For over 20 years, HF Planners, LLC has served leading organizations as a trusted expert in optimizing their facilities. Recent projects included designing 30,000 sq. ft. of office space, coordinating moves and changes for a 400-person relocation, incorporating new branding within a space, and creating collaboration areas. Utilizing our expertly-honed and proven processes for planning and managing workspaces, we are able to save our clients time and money, alleviate risk, maximize their return on investment, and make a positive impact on their corporate culture.

For more information, visit: www.hfplanners.com