

# Kelly Professional & Industrial

| <b>Position</b>                                | <b>Education</b>                | <b>Experience</b>  | <b>Area</b> | <b>Quantity</b> | <b>Recruiter / Email Address</b>  |
|--|---------------------------------|--|-------------|-----------------|---|
| <i>Manufacturing Workers (Pool of Talents)</i> | High School Diploma             | Available all shifts 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> . At least 6 months of experience in manufacturing medical devices, cosmetics, food or pharmaceutical products. Basic PC skills.                                      | Las Piedras | 1-15            | Damaris Andino / <a href="mailto:ANDINDA@kellyservices.com">ANDINDA@kellyservices.com</a> |
| <i>Carpenter</i>                               | High School Diploma             | Candidate should have their tools and, have vast knowledge in the field of carpentry.  | Camuy       | 5               | Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>  |
| <i>Carpenter's Helper</i>                      | High School Diploma             | Candidate should have their tools, know about measurements and, previous experience handling of saws, drills and polishers.  | Camuy       | 1               | Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>  |
| <i>Accountant</i>                              | Bachelor's Degree in Accounting | Candidate should have previous experience keep payroll records, accounting programs, knowledge at Peachtree, project costs and purchase of materials, statements and, do not have to be licensed.  | Camuy       | 1               | Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>  |
| <i>Mattress Builder</i>                        | High School Diploma             | Seamstress position. All applicants must be able to do heavy lifting and to perform manual pressure in a constant basis. Available to work 1 <sup>st</sup> shift and overtime and Saturdays.   | Carolina    | 1               | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>      |
| <i>Warehouse / Forklift Operator</i>           | High School Diploma             | Previous experience in the Mattress Industry is preferable. All applicants must be able to do heavy lifting and to perform inventory tasks (work with the receiving list). Available to work 1 <sup>st</sup> shift and overtime and Saturdays. | Carolina    | 1               | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>      |

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|--------------------------------|------------------------------|---|----------|----|--|
| <i>Industrial Sewer</i>        | High School Diploma          | Previous experience in the Sewing Industry is a must. Available to work 1 <sup>st</sup> shift and overtime and Saturdays.   | Carolina | 3  | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>             |
| <i>Medical Record Clerk</i>    | High School Diploma          | Clerical Duties: filling, customer service oriented, confidentiality, responsible, computer knowledge, teamwork oriented. Available to work in a part time basis. Work in Mayaguez office main office but, will be required work in Yauco as well. Office hours: Monday thru Friday.  | Mayagüez | 1  | Aracelis Feliciano /<br><a href="mailto:FELICAR@kellyservices.com">FELICAR@kellyservices.com</a> |
| <i>Traffic Clerk</i>           | Bachelor's Degree preferable | Provides clerical and administrative support to others in the office. Customer orders and follow ups, work with Excel spreadsheets and calculations, manage high volume emails, capable of working with deadlines and support others in special projects.   | San Juan | 2  | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>             |
| <i>Manufacturing Operators</i> | High School Diploma          | At least 1 year in mixing, powder granulation, tablet compression, encapsulation, dispensing areas, liquid/semi-solid manufacturing. Process and manufacture products following SOP & BMP, maintaining clean and organized rooms and equipment in compliance with the standards of regulatory agencies. Available all shifts, to work overtime and on weekends. | Manatí   | 25 | Damaris Andino /<br><a href="mailto:ANDINDA@kellyservices.com">ANDINDA@kellyservices.com</a>     |
| <i>Data Entry</i>              | High School Diploma          | Transferring data into a data base system. Available to work in part time or full-time basis. Short term assignment (two weeks).  | San Juan | 10 | Nadrishka Toledo/<br><a href="mailto:nadt788@kellyservices.com">nadt788@kellyservices.com</a>    |

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|--|---|--|-----------------|-----------|---|
| <p><i>Collateral Analyst</i></p>               | <p>College degree preferred or 2 years equivalent experience in mortgage banking operations</p> | <p>At least 1 year of previous experience in the Collateral Division of a Banking Industry. Reviewing all collateral that is provided by a borrower to secure a potential loan. Consider all the information provided and ensure that it meets the compliance and financial requirements for a loan. coordinate with credit management if there are outstanding disputes over the collateral. Provide reports on all accounts and maintain a large quantity of documentation.</p>  | <p>Santurce</p> | <p>1</p>  | <p>Nadrishka Toledo/<br/><a href="mailto:nadt788@kellyservices.com">nadt788@kellyservices.com</a></p> |
| <p><i>Commercial Collection Specialist</i></p> | <p>College degree preferred or 2 years equivalent experience in mortgage banking operations</p> | <p>At least 1 year of previous experience in the Banking Industry. Responsible for administration of a portfolio of troubled and/or distressed commercial real estate credits. Developing and implementing credit administration strategies that minimize the Bank's potential loss on each assigned credit. Thorough knowledge of commercial credit underwriting and commercial collection practices, and the ability to effectively negotiate appropriate exit or remediation strategies with borrowers. Fully Bilingual (Spanish-English)</p> | <p>Hato Rey</p> | <p>5</p>  | <p>Nadrishka Toledo/<br/><a href="mailto:nadt788@kellyservices.com">nadt788@kellyservices.com</a></p> |
| <p><i>Sr Assemblers</i></p>                    | <p>H.S. Diploma or equivalent</p>   | <p>A minimum of 3 or 4 years of previous experience working in a manufacturing environment. Available all shifts 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup>. Excellent communication and interpersonal relationship skills,</p>   | <p>Añasco</p>   | <p>15</p> | <p><a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a></p>           |

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|                                 |                     | including ability to convey training in methodology and procedures • Able to read and comprehend English, and elementary-level understanding of numerical functions.   |       |   |  |
| <i>Packaging Operators</i>      | High School Diploma | Previous experience in the Manufacturing Industry (Pharmaceutical, Medical Device or Food Industry) in Production area (Assembling or Packaging). Available to work 2 <sup>nd</sup> or 3 <sup>r</sup> shift.   | Ponce | 5 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Containers Operators</i>     | High School Diploma | Previous experience in the Manufacturing Industry (Pharmaceutical, Medical Device or Food Industry) in Production area (Assembling or Packaging). Available to work 2 <sup>nd</sup> or 3 <sup>r</sup> shift.   | Ponce | 4 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Furnace Operator</i>         | High School Diploma | At least two (2) years of previous experience in the Manufacturing Industry; basic knowledge in furnace functioning (Temperature Control Panel, Fuser, Valves, etc.). General basic math skills (addition, subtraction, multiplication and division, percentage, etc.). Basic computer skills and knowledge of Microsoft programs and or applications (Excel, Word, Power Point and Outlook). Available to work 3 <sup>rd</sup> shift. | Ponce | 1 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Machine Operator - Mixer</i> | High School Diploma | Previous experience as Machine Operator (Mixer) and the mixing and manufacturing process of crackers. Strong computer skills knowledge. Available to work 3 <sup>rd</sup> shift.   | Ponce | 2 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |

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|--|------------------------------------|--|----------|------|---|
| <i>Warehouse Operators</i>   | High School Diploma                | Previous experience in Production (use of equilibrium as part of the production process). Unexpired PR Drivers' License. Certification to operate forklift. Available to work 3 <sup>rd</sup> shift.   | Ponce    | 3    | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>          |
| <i>Production Coordinator (Packaging)</i>                              | BBA Degree                         | Previous experience as supervisor in the Manufacturing Industry (Pharmaceutical, Medical Device or Food Industry) in Production area (Assembling or Packaging). Available to work 3 <sup>rd</sup> shift.   | Ponce    | 1    | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>          |
| <i>Sales Representative</i>  | High School Diploma                | Sales experience. Sales of interior remodeling materials. Customer Services oriented. Bilingual (Spanish-English).   | Hato Rey | 1    | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>          |
| <i>Sales Representative</i>  | Associate or Bachelor's Degree     | Background in Federal Maritime Commission Marketing and sales skills. Excellent customer service skills. Excellent communication skills. Team – work oriented. Organization skills. Outlook, Word, Excel & Power Point. Bilingual (Spanish-English). Required Documents: Valid Driver's License. | Hato Rey | 1    | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>          |
| <i>Customer Services Bank Industry</i><br><br><i>(POOL OF TALENTS)</i> | Associate Degree or Banking Course | Experience in Banking Industry. Bilingual (Spanish-English).   | Hato Rey | 1-10 | Nadrishka Toledo/<br><a href="mailto:nadt788@kellyservices.com">nadt788@kellyservices.com</a> |
| <i>Customer Services Representative (Call Center)</i>                  | High School Diploma                | Fully Bilingual (Spanish-English). Previous experience as a Call Center Agent. Full time availability.   | Cataño   | 1    | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>          |

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|--|---|--|---|-------|---|
| <i>Customer Services and Sales Representatives</i> | Associate Degree  | Experience in sales; preferable with a background or knowledge in graphic arts. Customer Services oriented. Bilingual (Spanish-English).   | Must have availability to work between Guaynabo and Rio Piedras | 2     | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>      |
| <i>Call Center Agents</i>                          | High School Diploma   | Computer Skills, fast and accurate in alpha numeric keyboard. Bilingual (Spanish-English) oral and written is a must. Call Center experience preferred but not required.         | Metro   | 1-20  | Arlene Herrera / <a href="mailto:ARLH969@kellyservices.com">ARLH969@kellyservices.com</a> |
| <i>Collection Representative</i>                   | Bachelor's Degree in Business Administration or related area  | At least two (2) years of experience in clerical or administrative duties. Math skills. Customer Services oriented. Bilingual (Spanish-English). Certified Occupancy Specialist. | Avx. both locations – Metro and Caguas                          | 2     | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>      |
| <i>Administrative Assistant</i>                    | Associate or Bachelor's Degree in Office System or related area   | Bilingual (Spanish-English). MS Office skills. Clerical skills. Phone Answering, filing, mailing, among other tasks.   | Metro   | 1-4   | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>      |
| <i>Assemblers "Ensamblaje"</i>                     | High School Diploma   | Available to work 24/7, any shifts.  | Fajardo   | 1-15  | Wanda Alvarez / <a href="mailto:WANA476@kellyservices.com">WANA476@kellyservices.com</a>  |
| <i>Set Up Operators</i>                            | Technical Degree: Electronics, Electricity, Mechanics, Computer Repair, Tool & Die, Air Conditioning Repair | Available to work 7 days a week and 1st, 2nd and 3rd shift. Available to work 12 hours shifts.   | Fajardo   | 1-15  | Wanda Alvarez / <a href="mailto:WANA476@kellyservices.com">WANA476@kellyservices.com</a>  |
| <i>Machine Operators (Pool of Talents)</i>         | High School Diploma or College Degree   | Previous experience as Assembler or Machine Operator in a Pharmaceutical or related industry.  | South Area  | 10-20 | Maricelis Vega <a href="mailto:marv633@kellyservices.com">marv633@kellyservices.com</a>   |

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| <i>Collection Account Analyst</i>               | High School Diploma   | 1+ years of experience performing collection activities to ensure account is paid according to contractual payment terms. Bilingual (Spanish and English). Experience in bank industry.  | Metro        | 5  | Nadrishka Toledo/<br><a href="mailto:nadt788@kellyservices.com">nadt788@kellyservices.com</a>      |
| <i>Production Operators</i>                     | High School Diploma   | Previous experience in Production, Inspection and Packaging field. Candidate must have a basic English domain. Available to work rotative shifts and weekends.   | Cayey        | 10 | Damaris Andino /<br><a href="mailto:ANDINDA@kellyservices.com">ANDINDA@kellyservices.com</a>       |
| <i>(Pool of Talents) Assembler (Ensamblaje)</i> | High School Diploma or Technical Degree                               | Available to work 24/7, any shifts. At least 6 months of experience in assembling.   | Santa Isabel | 35 | Maricelis Vega /<br><a href="mailto:MARV633@kellyservices.com">MARV633@kellyservices.com</a>       |
| <i>Bank Bookkeeper</i>                          | AD in Accounting  | Previous experience as a Bookkeeper. Previous experience in a financial institution, preferably an international bank. Candidate must be proficient in QuickBooks program. Fully Bilingual. Candidate must be available to work four (4) hours in a week basis.  | San Juan     | 1  | Marieli Ramos /<br><a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>        |
| <i>Portfolio Analyst</i>                        | Bachelor's Degree in Business Administration in Accounting or Finance | One (1) to two (2) years' experience in finance, preferable in trading desk of asset management, Treasury and/or Broker Dealers. Bilingual (Spanish-English). Knowledge of U.S. and P.R. securities markets, investment products and applicable investment industry regulations. Analyze and recommend investments strategy and security selection for each client portfolio, according to the | Metro        | 1  | Madalis Carrasquillo /<br><a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a> |

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|-------------------------|--------------------|--|-------|---|---|
| <i>Accounting Clerk</i> |                    | investment policies, objectives and regulatory requirements.   |       |   |   |
|                         | BBA-<br>Accounting | A year of experience in payroll, billing and documentation of construction projects preferably. Domain in Microsoft Office Suite (Word, Excel, and Outlook). Oral and written communication skills, both in Spanish and English preferably. Analytical skills and attention to detail. Good time management prioritize urgent order and importance and meet the assigned deadlines. Possess high standards of responsibility, honesty, ethics, reliability and confidentiality. Availability to work overtime and weekends. Availability to travel between projects and various locations if needed. | Metro | 1 | Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a> |
| <i>Accountant</i>       |                    |  |       |   |   |
|                         | BBA-<br>Accounting | Knowledge of accounting and finance principles and practices. Knowledge of the accounting and regulatory procedures applicable to banking. Knowledge of the regulations and rules governing the financial industry related to the area. Mastery to communicate effectively both verbally and written in the Spanish and English languages. Knowledge and domain of Excel, Power Point, Word, ACCESS and Altair.  | Metro | 1 | Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a> |



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| <i>Invoicing &amp; Purchasing Assistant</i> | Bachelor's degree<br>Preferable (not required) | Excellent knowledge of the Purchasing and Invoicing Cycle. A minimum of 2 years of work experience preferable in Purchase orders, invoicing, accounts payable and accounts receivable. Excellent communication skills, critical thinking, detailed oriented and organized. Ability to work in multiple projects and work well under pressure. Computer skills (MS Outlook, Excel, Word, Power Point, Adobe Acrobat, Peachtree). | Santurce | 1 | Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a> |
| <i>Sales Representatives</i>                | High School Diploma                            | Sales experience. Dynamic and customer service-oriented people. Vacancies for: Puerto Nuevo, Bayamon and Hato Rey. Working hours can be between Monday to Sunday from 8:30am to 6:30pm, available full-time for Puerto Nuevo and Bayamon, for Hato Rey full-time and part-time. Base Salary + Monthly Commission.   | Metro    | 4 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>     |
| <i>Sales Representatives</i>                | High School Diploma                            | Sales experience. Dynamic and customer service-oriented people. Vacancies for: Vega Baja and Dorado. Working hours can be between Monday to Sunday from 8:30am to 6:30pm, available full-time for Puerto Nuevo and Bayamon, for Hato Rey full-time and part-time. Base Salary + Monthly Commission.   | North    | 4 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a>     |

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|--|--------------------------|---|--------|---|--|
| <i>Customer Services Representatives</i> | Higher school completed. | Experience in customer service by phone and in person.<br>Excellent communication skills and customer service oriented. Full-time employment, 8am to 5pm hours.<br>Working days are coordinated between Monday and Sunday.  | Cidra  | 4 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Material Handler / Dockhand</i>       | Higher School completed. | Experience as Material Handler and/or Dockhand.<br>Active and dynamic people. Load and unload wagons to the storage area.<br>To work on the third shift (7pm to 3:30am).<br>Assist in any other tasks related to the warehouse.   | Cidra  | 7 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Forklift Operator</i>                 | Higher School completed  | Experience with Forklifts in the storage area.<br>Certification or Forklift License. To work full-time on the second shift (10am to 7pm).<br>You will move merchandise through the warehouse, load and/or unload boxes and merchandise.<br>Assist in other warehouse tasks as needed. | Cidra  | 2 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Vehicle Operators</i>                 | High School Diploma      | Drives vehicle i.e. car, van, panel truck or similar four-wheel vehicle and transports materials from one location to another.<br>May require a specialized license. May use technology PCs, scanners, etc. to complete job tasks.<br>License Heavy.                                  | Cataño | 3 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <i>Vehicle Operators</i>                 | High School Diploma      | License Category: 9<br>Experience: Handling and emptying cistern tankers.   | Ponce  | 2 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |

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|-------------------|---------------------|---|-------------|---|--|
| Vehicle Operator  | High School Diploma | Load and unload trucks using forklifts. Supply the warehouse; receive, dispatch, collect and store merchandise. Make deliveries to restaurants around the island.<br>License category 9, <i>Record Choferil</i> . Minimum 1-year previous experience in warehouse and deliveries around the island. | Island wide | 1 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| Vehicle Operators | High School Diploma | You must be licensed category 9 heavy TWIC for entry to the docks. HAZMAT Certification docks. The merchandise they are transporting may vary according to the customer: Motors, Generators, Engines, General, Corrosive Ingredients, Batteries, etc.   | Bayamon     | 2 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| Vehicle Operators | High School Diploma | Availability for nightshift. License Category 9 current PR, previous experience.  | Ponce       | 2 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| Vehicle Operators | High School Diploma | To work in the store, accommodating merchandise and when it is necessary to deliver it. Current driver's license required.  | Rio Piedras | 1 | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |

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| <b>KELLY DIRECT POSITIONS</b>         |  |  |                                |          |  |
|---------------------------------------|--|--|--------------------------------|----------|--|
| Position                              | Education  | Experience   | Area                           | Quantity | Recruiter / Email Address  |
| <b>Fast Food Assistant Manager</b>    | Associate Degree or University credits completed | A minimum of two years of postsecondary or technical studies. Customer Service oriented. Experience in personnel supervision, critical analysis, time management, decision making. Extensive experience in the following managerial dimensions: administration, planning, evaluation, communication and retention. Dynamism, leadership, and Quality of process. Available to work rotating shifts, is a must. | Metro, Northeast and Caguas    | 2        | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |
| <b>Shipping and Receiving Workers</b> | High School Diploma                              | Previous experience working in Food Industry Warehouse area; specially in the Shipping and Receiving area. Unexpired PR Driver's License. Available to work flexible shifts.   | Metro, from Cataño to Carolina | 1        | <a href="mailto:resumekellypr@kellyservices.com">resumekellypr@kellyservices.com</a> |

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**Kelly Services, Inc. – Job Opportunities**  
B7 Tabonuco St. Suite 1501, Guaynabo PR 00968-3003 Guaynabo PR 00968  
Tel (787)780-2434 // Fax (787)740-6097

**How to Apply: If you meet the requirements please submit your updated resume and academic evidence to [resumekellypr@kellyservices.com](mailto:resumekellypr@kellyservices.com) or register at [www.kellycareernetwork.com](http://www.kellycareernetwork.com)**

*Para solicitar empleo, enviar resumé actualizado y evidencia académica del grado mayor obtenido (Diploma, Transcripción de Crédito o Carta de Certificación oficial) a [resumekellpr@kellyservices.com](mailto:resumekellpr@kellyservices.com) o regístrese en [www.kellycareernetwork.com](http://www.kellycareernetwork.com)*

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**Required documents that could be requested, once you qualify for a position:**

- **Permit to work in USA and Puerto Rico, such as: passport, photo ID, Social Security card, among others.**
- **Health Certificate (if applicable)**
- **Criminal Record Certificate**

*De ser ubicado/a para alguna vacante, más adelante en el proceso, se podría requerir:*

- *Permiso para trabajar en Estados Unidos y Puerto Rico (Ej. Pasaporte, o identificación con retrato y tarjeta de Seguro Social, entre otros).*
- *Certificado de Salud (podiera ser requerido de acuerdo con la vacante y tipo de industria).*
- *Certificado de Antecedentes Penales.*

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