

Orion—Spring Newsletter 2018—ISSUE 2

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Company Leaders

Maggie Robinson
Chief Executive Officer

Justin Trapp
Chief Administrations Officer

Mackenzie Partridge
Chief Operations Officer

Trey Fuston
Chief Financial Officer

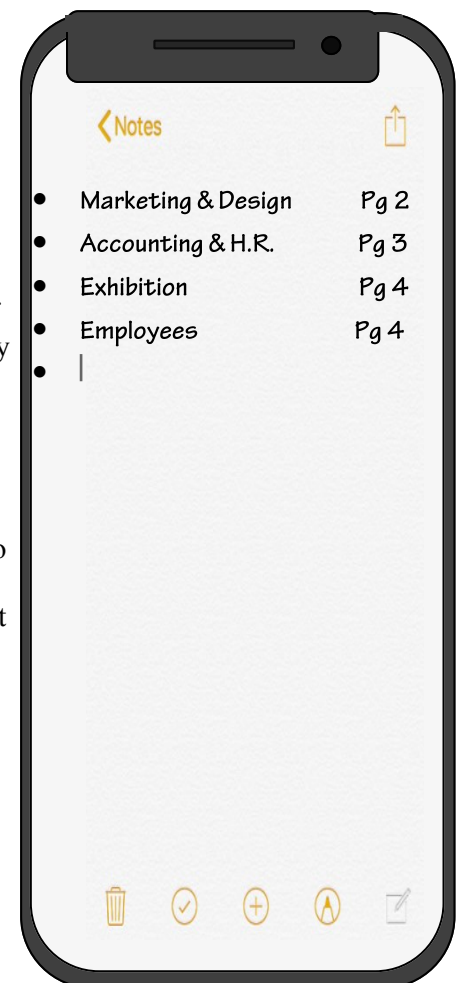
Chance Mabe
Chief Marketing Officer

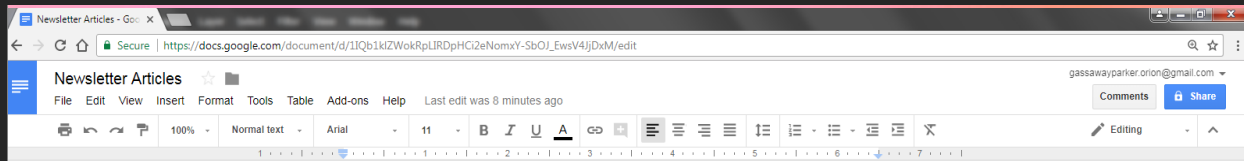
Parker Gassaway
Chief Designer

Tyree Cripps
Human Resources Manager

Astronomical Administration

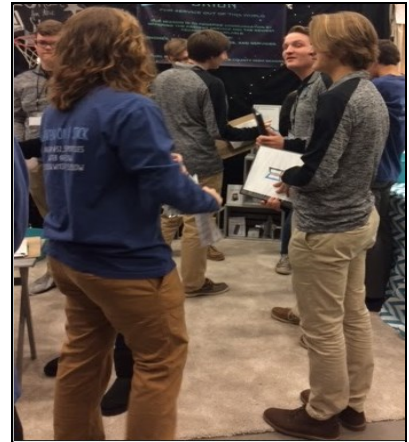
The administration at Orion has been very busy recently. Our wonderful CEO, Maggie Robinson, has been making sure that the workflow of the company is being maintained with all the extra purchases and customers made after trade exhibition. She has also been making sure that the employees know what needs to be done by creating a weekly list detailing the departments jobs and assignments as well as by marking specific company events on the company calendar. Mackenzie, our COO, has also been hard at work by aiding accounting with shipping since we received a large influx of new purchases after trade exhibition as well as by aiding with the original purchases from the exhibition. In addition she has been monitoring the company email and filing important documents for administration. Finally, she has also been spending a large amount of her time ensuring that employees know what they need to so that they can get work completed. Lastly in administration, Justin, our CAO, has been hard at work in creating checklists for company purchases and monitoring those. He has had to ensure that all purchases from the company are being made and check them both on a weekly and monthly basis. He also has been planning mixers for the company which Maggie has been writing on the calendar. These mixers are an opportunity for employees to bond and have a good time to reset from the stress of the regular work day. He has been making food menus and designing activities specifically for these mixers to increase employee knowledge of one another and productivity. Administration has been very busy following trade show, but so have the other departments.





Magnified Marketing

What's going on in marketing this quarter? Weeks after trade show, the marketing department is raging with deals being made left and right. Raiden, our customer service specialist, is recording our trade show sales, which totaled to \$165,000 worth! Other members of the marketing department are making connections with other companies and buying inventory. Focused in on getting our sales from trade show recorded, the department is working in full throttle! Sales Associate Ethan is working with our accounting department to get our inventory and sales on target. He is also working with other firms and sparking deals. Ethan is currently working on establishing 401K plans from the firm LIFE for all of our employees. Eli our marketing associate and social media specialist is making deals left and right with other firms. Eli is in contact with other firms daily via social media and email. He has reached out to numerous firms in hopes of striking a deal. Chance, our CMO, is monitoring our progress and ensures the department stays on target and on top of the game. Overall, the marketing department has it going on and cannot wait for the New Year.



Dangerous Design

The past few months in the design department have been pretty hectic. They have been rushed from deadline to deadline to complete the work necessary with the massive inflow of new customers we received since the trade exhibition; however, they complete it every time. Projects completed thus far have been flyers, templates, and catalog updates. All of which have been helpful in advertising to our new customers. Parker, the chief of design, was deemed employee of the month for the month of December, and rightfully so. Parker has been staying up to date with the work that needs to be accomplished as well as making sure that his fellow design employees are completing their work to Orion's standards. Peyton, our website designer, has been very busy with making sure that the website is staying up and running properly, as well as with implementing new promotional deals and products so that our customers get the best experience available. Emily, our graphic designer, is the one responsible for all the templates that have been used by different employees in the company for different things and is staying hard at work in the New Year cranking out new templates. Design has been very successful and plans to stay that way.





Accelerating Accounting and High Quality H.R.

Following the trade exhibition, the accounting department has been very busy. Rachel has been full steam ahead by shipping nonstop since trade exhibition. On top of the sales there, regular online sales have been through the roof and our accounting department has had to be on top of things to ensure our customers are getting the product they purchased. With the insane amount of purchases, over 200 since trade exhibition, coming in, many of those have been service plans and as a result our Billing Manager Ealy has been keeping busy with ensuring that all of our customers are being billed properly for their monthly plans. Finally, Trey, our CFO, recently finished W-2's for our entire company and is now working on a presentation for them to all of our employees. In conclusion, the accounting department has been very busy with our resounding success from the trade exhibition and is ready for the continuous sales we are receiving here at Orion!

Over the course of December and January, the human resources department at Orion has been working hard in between the days we have been unable to get to work due to the large amounts of snow here. With the time from these past two months coming to a close, the human resources department has completed many different tasks and has met most of their goals. After trade exhibition, they aided in shipping to our new found customers due to the large amount of sales produced. Their department has managed the files and has just filed the employees W-2 forms for the 2017 work year. They have also kept up with the regular tasks that their department handles frequently. Attendance has remained to be taken accordingly and the bulletin board is still being changed monthly.

Fxhilarating Fxhibition

Orion is coming down from attending the Southern Regional Conference & Exhibition! Last November, Orion attended the Southern Regional Conference & Exhibition in Pigeon Forge Tennessee. We expected to make many sales there like we did the year before and our preparations for such paid off. We produced \$165,000 worth of sales at the trade exhibition, far eclipsing the past years sales. in addition, Emily Lasser's hard work and dedication paid off and Orion's booth placed top ten. Our employees here at Orion had the time to bond by having a day of fun in Pigeon Forge as well as we took a trip to the Dollywood amusement park prior to attending the trade exhibition to get the employees excited, and it worked. All of our employees were excited and ready to make sales by the time the exhibition rolled around. Great job everyone!

Fxemplary Fmployees

Our busy startup in our second year has become even busier following trade exhibition here at Orion. Employees have continued to implement a tremendous amount of work to ensure success and a special few have continued to stand out above the rest. That's right, following the exhibition, human resources and administration have continued to select an employee of the month for new months to inspire some healthy competition within the company and to better our employees. In November, this award was given to none other than our CFO, Trey Fuston. He exhibited an amazing work ethic in aiding in the finalization of our company website. Following November was the employee of the month for December, Parker Gassaway, who kept his department motivated and working as well as completed an insane amount of work for the company during that time. Finally, and most recently, was our employee of the month, Eli Cantrell, who continued to advertise and market on social media even when we were not able to attend work due to the large amount of snow. A special thanks to all of our employees of the month, keep up the great work!

