

Irene Marshall, MBA, PhD

*CPRW, Certified Professional Resume Writer
CEIP, Certified Employment Interview Professional
CPCC, Certified Professional Career Coach*

Irene Marshall is a versatile career services specialist with a thriving resume writing and career coaching business. Her qualifications include three degrees, three stringent industry certifications, and over eleven years of experience helping people find new jobs and manage their careers.

Irene started as a finance and accounting recruiter with Robert Half International. She then established Tools for Transition in 2003 to focus on writing and coaching for local, national and international clients. She is fully committed to providing the tools and support people need to take the next steps in their careers. She is compassionate, realistic, trusted, and provides honest communication.

Irene is an extremely versatile writer, with expertise developing resumes and ancillary job search documents for over 1,500 people at all stages in their careers. She specializes in writing for professionals in accounting operations, finance, tax, audit and other financial roles from entry level to C-Suite. She provides very individualized coaching services for people who are making decisions for next career steps – or who know what they want to do, but not sure how to get there.

She has over 40 years of professional experience in accounting, finance, sales, business development, and recruiting. She and her husband have also owned and managed several other small businesses.

Irene is an active member of the National Association of Resume Writers (NRWA), Professional Association of Resume Writers & Career Coaches (PARW/CC), and Career Directors International (CDI).

In addition to running her own business, Irene has been a senior writer since 2006 for The Ladders, the premier job posting board for executives making \$100K and up. She is a sought-after public speaker who has made more than 100 presentations for local job networking groups and professional associations in the San Francisco area.

Visit Irene's LinkedIn profile to view more than 60 recommendations from satisfied clients for her writing, coaching and public speaking.

Career Assessments
Resume Writing
LinkedIn Profiles
Salary Negotiations
Public Speaking

Skills Assessments
Executive Profiles / Bios
Job Search Strategies
References / Employment Checks
Job Networking Groups

Interview Coaching
Cover Letters
Online Job Searches
Career Management
Recruiter Relations