

TOOLS FOR TRANSITION SAMPLE EXECUTIVE BIO

Irene Marshall is a strategic and versatile career services specialist with a thriving resume writing and coaching business. Her work is based on a firm belief that there is a job and a career for everyone.

Irene knows that people want to find work that is meaningful, while also providing the financial resources to support themselves and their families. She is fully committed to providing people with the tools, support and resources they need to succeed.

She knew she had finally moved into her life's work when she joined Robert Half International as a recruiter in 1999. She established Tools for Transition in 2003 to focus on writing and coaching for local, national and international clients in a wide variety of industries. She is knowledgeable, realistic, compassionate and trusted.



Irene's career and job search coaching helps people explore career possibilities and then develop actionable job search plans. **Her interview coaching** is grounded in 18 years of helping people prepare, starting with her initial training as a recruiter. **She fully understands the hiring process.** She is always thrilled when people get their new jobs and take the next steps in their careers.

Irene has written more than 3,000 resumes, LinkedIn profiles, cover letters, executive bios, and other documents for people at all stages in their careers. Her clients range from new college graduates up to C-Suite executives. She has developed unique, clear writing processes that help people assess their career accomplishments and understand the value they will bring to their next employer.

She has been a featured speaker more than 100 times for local job networking groups, professional associations, and conferences. She is recognized as a subject matter expert in all phases of career planning and the job search.

Irene's business experience started as an Accounting Manager at a national advertising specialties company, and then at a startup Silicon Valley technology company. Her undergraduate degree is in accounting, and her MBA is from the University of Santa Clara.

In 1991 she established an environmental division of a company to provide promotional products for state and local governments as part of their public education campaigns. She received a Special Commendation for Environmental Innovation from the Peninsula Conservation Foundation for her work.

Irene worked closely with her husband when they owned and operated an independent auto repair shop for over 20 years, and then subsequently owned a Matco Tool franchise. She always has a perspective of a business owner.

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

CPRW: Certified Professional Resume Writer
CPCC: Certified Professional Career Coach
CEIP: Certified Employment Interview Professional