

CAREER SERVICES PROFESSIONAL

Certified Professional Resume Writer (CPRW)

Certified Employment Interview Professional (CEIP) • Certified Professional Career Coach (CPCC)

Provides comprehensive support services for job seekers and those who want to strategically manage their careers. Leverages full understanding of the hiring process gained through training and experience as a recruiter. Helps clients develop a full understanding of the value they bring to the work place.

Eighteen years of helping people get new jobs is backed by 50 years in recruiting, sales, marketing, accounting, finance, and small business ownership. Dedicated to helping people find satisfaction in their jobs and careers.

Writing	Resumes, Cover Letters, Executive Bios, LinkedIn Profiles
Job Search	Strategies, Action Plans, Networking, Local Support Groups, LinkedIn, Online, Recruiter Relations, References, Employment Checks
Coaching	Career Exploration, Career Planning, Interview Preparation, Salary Negotiations, LinkedIn Strategies
Career Management	Assessments of Skills, Knowledge, Expertise, Professional Background, Career Goals, Ad hoc or ongoing coaching for new and current jobs

TOOLS FOR TRANSITION, San Francisco Bay Area

2003 – Present

Career support services for U.S. and international clients

President

Partners with national, international and local San Francisco clients for all aspects of job search and career management. Versatile writer and coach for clients at all stages in their careers, and in a wide range of industries. Provides special expertise in supporting finance and accounting professionals.

- Creates, revises, updates, repositions, and edits resumes with a focus on career strategies, perception, content, storytelling, and presentation. **Has personally written more than 3,000 career documents.**
- Reviews and assists with development of immediate and long-term career plans. Provides expertise in changing industries or job functions for career progression.
- Coaches to assess past interviews, develop new strategies, and role play for phone, in-person, and panel interviews. Offers guidance on salary and compensation negotiations.
- Strategizes on addressing challenging issues such as age, employment gaps, return to the workforce, and terminations.
- Engaged as presenter and subject matter expert in all aspects of job search and career management. Featured speaker at more than 100 engagements at job networking and professional associations.

ROBERT HALF INTERNATIONAL, San Francisco Bay Area

1999 – 2003

International staffing agency providing temporary and direct-hire placements

Recruiting Manager

Identified and placed finance and accounting professionals into direct-hire positions. Interviewed, screened, and coached candidates. Handled reference checks, salary negotiations, offer letters, and post-placement follow-up. Developed long-term client relationships to fill open job orders.

- Completed placements that generated almost \$1M in agency fees.

TOOLS FOR TRANSITION SAMPLE RESUME

THE ADGAP GROUP, San Francisco Bay Area 1998 – 1999

National distributor of promotional products

Account Executive

Sold \$600K in promotional products and marketing communications tools, including custom clothing, imported private label products, imprinted products, and recognition awards. Worked with small, mid-size, and Fortune 500 companies in a wide range of industries.

SAFE DESIGNS, San Francisco Bay Area 1991 – 1997

Distributor of promotional products

Vice President

Functioned as Controller with oversight of all financial operations and reporting. Concurrently sold \$2M in promotional products.

- Created business plan for opening a new environmental market for the company to diversify client base. Spoke at events on the use of environmental products for public education programs.
- Developed and sold several new and innovative products for environmental public education projects such as statewide oil recycling programs.
- Recipient of “Special Commendation for Environmental Innovation” award from the Peninsula Conservation Center Foundation, 1992.

Early Career

Accounting Supervisor Intellicorp, artificial intelligence software startup company

Accounting Manager The Adgap Group, distributor of promotional products (staff of 20)

Business Ownership

MATCO TOOLS, San Francisco Bay Area 2006 – 2010

Franchise selling tools to auto repair and auto body technicians

Co-Owner / Office Manager

AUTO DYNAMICS, San Francisco Bay Area 1988 – 2008

Independent full-service auto repair shop

Co-Owner / Office Manager

MARSHALL AND ASSOCIATES, San Francisco Bay Area 1987 – 1990

Small Business Consultant

Education

University of Santa Clara Master of Business Administration (MBA)

California State University, Hayward Bachelor of Science (B.S.) Business Administration, Accounting

Affiliations

Professional Association of Resume Writers and Career Coaches (PARW/CC)

Career Directors International (CDI)

National Resume Writers' Association (NRWA)