



• I HELP PEOPLE GET JOBS! •

Irene Marshall is a strategic and versatile career services professional 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.

She joined Robert Half in 1999 as a Recruiter. She then 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 job search plans. She has more than 20 years of experience with interview coaching, starting as a Recruiter. She has also worked extensively with LinkedIn since 2004.



Irene fully understands the hiring process. People get jobs!

She has written more than 2,000 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 about 100 times for local job networking groups and professional associations. She is recognized as a subject matter expert in all phases of career planning and the job search.

Irene started her career as an Accounting Manager at a national advertising specialties company, followed by time at a startup Silicon Valley technology company.

She then joined another promotional products company where she established an environmental division to provide promotional products for state and local governments for their public education campaigns. She received a Special Commendation for Environmental Innovation from the Peninsula Conservation Foundation.

Her undergraduate degree is in Accounting and her MBA is from the University of Santa Clara.

Irene and her husband owned an independent auto repair shop for over 20 years, and then later owned a Matco Tool franchise. She has had a very eclectic career.

She is an active member of the 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  
OJSRM: Certified Professional – Online Job Search and Reputation Management