

**CAREER SERVICES PROFESSIONAL**

CPRW, Certified Professional Resume Writer

CEIP, Certified Employment Interview Professional • CPCC, Certified Professional Career Coach

CP – OJSRM, Certified Professional – Online Job Search &amp; Reputation Management

Provides career support services, including resume writing, career and interview coaching, to people at all stages of their careers. Uses unique background as a former recruiter to help clients fully understand the value they have to offer their employers. **Has personally written more than 2,000 resumes and other documents.**

20 years of helping people find 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.

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<b>Writing</b>	Resumes, Cover Letters, Executive Bios, LinkedIn Profiles,
<b>Job Search</b>	Strategies, Action Plans, Networking, Local Support Groups, LinkedIn, Online, Recruiter Relations, References, Employment Checks
<b>Coaching</b>	Career Exploration, Interview Preparation, Salary Negotiations, LinkedIn Strategies
<b>Career Management</b>	Assessments of Skills, Knowledge, Expertise, Professional Background, Career Goals

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TOOLS FOR TRANSITION, Fremont, CA

2003 – Present

*Career support services, including resume writing, career coaching and interview coaching 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 people at all stages in their careers and in a wide range of industries. Special expertise in supporting finance and accounting professionals.

- Creates, revises, updates and repositions master resumes with a focus on strategies, perception, content, storytelling, and presentation. Defined resume writing process also serves as interview coaching.
- Reviews and assists with development of immediate and long-term career plans. Provides expertise in changing industries or job functions for career progression with both new and current employers.
- 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, unfavorable references, and misleading content in resumes.
- 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, Fremont and Oakland, CA

1999 – 2003

*International staffing agency providing temporary and direct-hire placements*

**Recruiting Manager**

Placed finance and accounting professionals into new jobs. Interviewed, screened and coached candidates. Handled reference checks, salary negotiations, offer letters, and post-placement follow-up. Developed client relationships to fill open job orders.

- Completed placements that generated almost \$1M in agency fees.
- Achieved exceptionally low ratio of “fall-offs” (placements lasting less than three months).

THE ADGAP GROUP, San Francisco, CA

1998 – 1999

*Distributor of promotional products with nationwide offices*

**Account Executive**

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

SAFE DESIGNS, San Carlos, CA

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 new environmental market. Spoke at both public and private sector events as an SME on the use of environmental products. Introduced items that were incorporated into customer outreach and employee programs.
- Developed and sold several new and innovative products for environmental public education projects, including State of California oil recycling programs.
- Recipient of “Special Commendation for Environmental Innovation” award from the Peninsula Conservation Center Foundation, 1992.

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*Earlier Career:*

**Accounting Supervisor**

Intellicorp, artificial intelligence software, startup through IPO

**Accounting Manager**

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

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**Business Ownership**

MATCO TOOLS, Fremont, CA

2006 – 2010

*Franchise selling tools to auto repair and auto body technicians*

**Co-Owner / Office Manager**

AUTO DYNAMICS, Menlo Park, CA

1988 – 2005

*Independent full-service auto repair shop servicing both domestic and foreign vehicles*

**Co-Owner / Office Manager**

MARSHALL AND ASSOCIATES, Fremont, CA

1987 – 1990

**Small Business Consultant**

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**Education**

University of Santa Clara

Master of Business Administration (MBA)

California State University, Hayward

Bachelor of Arts, Business Administration, Accounting (B.A.)

**Affiliations**

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

Career Directors International (CDI)

National Resume Writers' Association (NRWA)