

“The challenge of life, I have found, is to build a resume that doesn't simply tell a story about what you want to be, but a story about who you want to be.”

OPRAH WINFREY

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SUMMARY: A **Professional Resume Writer** with 20+ years' experience crafting compelling employment marketing documents, rather than just writing factual career histories. Like other successful resume writers, more than 40 years' of hiring experience has been an asset in creating resumes and cover letters that highlight the critical information that Human Resource Professionals seek when performing their 10 to 25 second visual scans.

CORE COMPETENCIES

- Communication/Collaboration
- Training/Educational Skills
- Cross-Cultural Skills
- Social Responsibility
- Astute Research and Analysis Skills
- Observation and Learning Skills
- Creative Writing
- Relationship Building
- Follow Through/Detail
- Integrity
- Dedicated/Committed
- Innovation and Intuition

AWARDS AND NOTABLE ACCOMPLISHMENTS

- Consistent A+ Rating at the [Better Business Bureau](#)
- In-house customer surveys support an 85% Interview Success Rate
- Joined [Career Source Pinellas](#) (Florida One Stop) for more than 3-years' to provide professional resumes services to less advantaged and minority job seekers
- Created successful resumes and cover letters for hundreds of different job titles.
- Conducted Resume Writing Seminars for [Powerful Young Adults Inc](#) a Not-for-Profit Organization that helps area youth prepare for employment after graduation
- Authored two eBooks, THE GET-A-JOB MANUAL and THE GET-A-JOB HANDBOOK
- Recognized by the City of Clearwater for outstanding career counseling services

HR SKILLS THAT SUPPORT RESUME METHODOLOGY/IDEOLOGY

- Searched for and attracted new talent
- Allotted sufficient time to screen all or sizable portions of résumés, comparing the credentials of applicants with the context of other applicants being considered
- Screened applicants to see if they qualified to go to the next step by reading and assessing applicant qualifications and suitability of positions as posted
- More than adequate experience and necessary training to conduct interviews effectively and efficiently
- Built and secured employee-employer relationships
- Identified and resolved employee concerns as they developed
- Permitted new hires to become adjusted to the social and performance aspects of their new job quickly and smoothly

DUTIES AND RESPONSIBILITIES

- Write high-caliber and detailed resumes and cover letters for clients who are seeking jobs/careers
- Apply talents and gifts for reviewing, editing, and writing impactful and profound resumes and cover letters that highlight clients to potential employers
- Create resumes that make a favorable impression quickly; usually between 10 and 25 seconds
- Utilize correct terminology when listing client's qualifications, skills, education, and job history
- Specialize in writing resumes for a large variety of clients
- Use specific wording in resumes ensuring it appeals to potential employers from numerous industries

QUALIFICATIONS

- Possess strong interpersonal and communication skills that allow clients to communicate their career objective(s)
- Ability to translate information from verbal conversations onto paper
- Have a clear understanding of how to correctly format resumes and edit them using Microsoft Word
- Fully understand proper usage of sentence structure and ensure resumes are free of grammatical errors
- Enjoy impeccable communication skills required to contact clients by phone and email to extract important information
- Demonstrated history of writing the best and greatest of documents to help land job seekers the interviews they seek

COMPUTER SKILLS

- Microsoft Office Professional Suite 2016 (Word, Excel, Publisher, Picture Manager, Outlook, and PowerPoint)
- Adobe Acrobat

EXPERIENCE

The Resume Store – Largo, FL <i>Owner/Operator/Principle Resume Writer</i>	Sep 2009 – Present
Sherr Enterprises – Palm Harbor, FL <i>Owner/Operator/Principle Resume Writer</i>	Jan 2000 – Sep 2009
Cumberland Farms/Gulf Refineries Convenience Stores – Tuckerton, NJ <i>Convenience Store General Manager</i>	Mar 1993 – Jan 2000
A. Ponnock, Inc. – Camden, NJ <i>Vice President of Sales (1973 – 1993)</i> <i>Territory Representative (1966 – 1973)</i>	Feb 1966 – Mar 1993

EDUCATION

Bennett Stellar University - Sedona, Arizona <i>Life Coach</i>
Temple University – Philadelphia, PA <i>BA in Liberal Arts</i> <i>Minors in Creative Writing, English</i>