

**PROFESSIONAL RESUME WRITER & CAREER COUNSELOR**

Driven resume writer and career consultant who has successfully helped countless job seekers get to the next level in their career. Expert in enhancing cover letters, resumes, interview skills, and overall job search performance. Enthusiastic coach who is willing to work hard to ensure that each client's resume showcases their most relevant strengths, achievements, and career progression. Subject matter expert of common hiring practices and terminology for a wide range of occupations and industries, including IT, academia, agriculture, banking, manufacturing, healthcare, transportation, service, start-ups, and more.

**ADAPTABLE & CREATIVE STORY TELLER • ATS COMPATIBILITY • TALENT ACQUISITION  
RESUME & COVER LETTER WRITING • LINKEDIN NETWORKING • INTERVIEW COACHING  
CAREER DEVELOPMENT • JOB SEARCH STRATEGIES • SEARCH ENGINE OPTIMIZATION**

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**PROFESSIONAL EXPERIENCE****Professional Resume Writer / Career Consultant****May 2020 to Present**

Resume Polished

Remote, USA

Accomplished resume writer who is devoted to masterfully creating engaging resumes and forming strategies that launch clients into fruitful job searches. Conducts in-depth analysis of career highlights and progression to write captivating success stories that are thoughtfully catered to the reader.

- Review, edit, and write custom resumes and cover letters that focus on achievements and equipped with proper keywords to maintain applicant tracking system compatibility.
- Teach job seekers how to achieve their career goals through virtual consultations.
- Mentor vocational rehabilitation clients, who have limitations associated with mental/physical disabilities, in obtaining desired employment through full life cycle of job search.
- Provide guided support to professional private practice clients during their job search to ensure successful employment outcome and offer expert advice in creating job search strategies.
- Facilitate mock interviews with clients and provide feedback to improve interview performance.
- Educate clients of job search best practices, and teach them how to utilize professional online tools, such as LinkedIn and Indeed, to cultivate higher satisfaction with job search.
- Maintain high level of open communication with job seekers to work through job search challenges in order to partner together to solve problems and remove potential barriers.

**Recruiter****December 2016 to October 2020**

Ag Processing, Inc.

Omaha, NE

Seasoned recruiter who strategically took charge as a one-person recruiting department for a multi-billion dollar cooperative that continued to expand market share throughout five states, with >1,200 personnel. Produced thorough labor market analysis and provided catered staffing solutions to each area of business, including leadership.

- Developed and implemented successful talent acquisition and pipeline recruitment strategies.
- Managed 30 - 40 job openings at once for all areas of business, including leadership positions.
- Increased number of qualified applications by over 30% through implementing more effective recruitment processes and a new, user-friendly applicant tracking system for job seekers.
- Successfully conducted virtual and classroom training for hiring managers during implementation of new applicant tracking system, which increased efficiencies in hiring process.
- Enhanced affirmative action compliance by utilizing a third party, which reduced administrative burden and ensured standards would be met during an audit.
- Collaborated with executive team to define and execute succession plans and compatible recruiting strategy to meet forecasted needs of business.

**Recruiter**

**July 2015 to December 2016**

Cummins Central Power

Omaha, NE

Competitively took charge as primary recruiter for hiring all positions within this growing company of >500 employees. Carefully studied market trends and worked closely with leadership team to form strategies to successfully find, attract, and acquire top talent in industry.

- Partnered with CEO and senior leaders to devise strategic plan to attract key talent needed to meet continuously growing customer demand for products and services.
- Cultivated relationships with high schools and military-to-civilian transition organizations to recruit for company sponsorship program; thus, creating pipeline of future technicians.
- Created performance tracking plans that increased sponsorship student retention to over 90%.
- Generated and executed recruitment strategies which included LinkedIn sourcing, online resume database searches, job board posting, radio/newspaper advertising, and more.

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**EDUCATION & CREDENTIALING**

**Bachelors of Science Degree in Business Administration**, University of Nebraska at Omaha

*Major: Human Resource Management*

*Minor: Psychology*

**Certified Professional Resume Writer**, Professional Association of Resume Writers

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**APPLICANT TRACKING SYSTEMS / HR SOFTWARE EXPERIENCE**

**ADP**  
**iCims**  
**Kronos**  
**Lawson**  
**LinkedIn Recruiter**  
**PeopleSoft**  
**SuccessFactors**  
**Taleo**  
**UltiPro**  
**WorkDay**

**OTHER TECHNICAL PROFICIENCIES**

**G-Suite, Microsoft Office Suite, O\*Net, Zoom**

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**PROFESSIONAL AFFILIATIONS**

**Professional Association of Resume Writers & Career Coaches Member**

**Society of Human Resource Management Member**

**Human Resource Association of the Midlands Member**

**COMMUNITY SERVICE**

**Hotline Volunteer for The Women's Center For Advancement**

**Mock Interview Volunteer for Millard West High School**