

# ARNIE SHERR, PRW

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## SUMMARY

A savvy and innovative Professional Resume Writer since 1995 crafting compelling employment marketing documents. Implemented creative writing skills to build stellar resumes that depict candidate value and highlight the relevant skills and qualifications. As a result, customers enjoy an average 85 percent interview success rate.

## KEY STRENGTHS

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

## AWARDS & NOTABLE ACCOMPLISHMENTS

- Consistent A+ rating at the [Better Business Bureau](#)
- In-house customer surveys support an 85% Interview Success Rate
- Joined with [Career Source Pinellas](#) (Florida One-Stop) for more than 3-years' to provide professional resumesservices 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 areayouth prepare for employment after graduation
- Authored and published [THE GET-A-JOB MANUAL](#) (Amazon)
- Recognized by the City of Clearwater for outstanding career counseling services

## HR SKILLS THAT SUPPORT RESUME METHODOLOGY & IDEOLOGY

- Developed strategies to attract highly qualified talent
- Prudently allotted sufficient time to screen all or sizable portions of résumés, thoughtfully comparing applicant'credentials within the context of other applicants
- Methodically screened applicants and appraised their qualifications to determine if they should be advanced further in the interview process
- Accumulated more than adequate experience and necessary training to conduct interviews effectively and efficiently
- Diligently crafted and secured productive employee-employer relationships
- Intricately researched, identified, and resolved employee concerns as they developed
- Thoughtfully permitted new hires to become adjusted to the social and performance aspects of their new job quickly and smoothly

## DUTIES AND RESPONSIBILITIES

- Implemented the creative juices to write high-caliber, keyword enriched, detailed resumes and cover lettersfor clients seeking jobs/careers from entry-level to "C" Level Executives
- Applies well-developed skills for reviewing, editing, and writing impactful and profound resumes and coverletters that elevate candidates' prominence to potential employers
- Creates superior resumes that meet the 6 and 10-second visual scan rule and survive ATS Scanners
- Utilizes approved resume terminology to accentuate qualifications, skills, education, and experience
- Uniquely adept at writing resumes for a large variety of clients and career designations
- Uses appropriate industry-specific terminology to ensure resumes appeals to potential employers from numerousindustries

## QUALIFICATIONS

- Possesses strong interpersonal and communication skills that allow clients to communicate their career objective(s)
- Translates information from verbal conversations onto paper
- Has a clear understanding of how to correctly format resumes and edit them using Microsoft Word
- Fully understands proper sentence structure and ensures resumes are free of grammatical errors
- Enjoys impeccable communication skills required to contact clients by phone and email to extract valuable information
- Demonstrated history of writing the best 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 DC

## WORK EXPERIENCE

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### **The Resume Store – Largo, FL || Sep 2009 – Present**

*Owner/Operator/Principle Resume Writer*

### **CareerSource Pinellas - Clearwater and St Petersburg, FL | Mar 2014 – Nov 2017**

*Professional Resume Writer*

### **Sherr Enterprises – Palm Harbor, FL | Jan 2000 – Sep 2009**

*Owner/Operator/Principle Resume Writer*

### **Cumberland Farms/Gulf Refineries Convenience Stores – Tuckerton, FL | Mar 1993 – Jan 2000**

*Convenience Store General Manager*

### **A. Ponnock, Inc. – Camden, NJ | Feb 1966 – Mar 1993**

*Vice President of Sales (1973 – 1993)*

*Territory Representative (1966 – 1973)*

## EDUCATION

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### **Bennett Stellar University - Sedona, Arizona**

*Life Coach*

### **Temple University – Philadelphia, PA**

*BS in Marketing*

*Minor: Creative Writing,*