

***“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 savvy and innovative Professional Resume Writer with 22+ years of experience crafting compelling employment marketing documents. Implements accomplished creative writing skills to build stellar resumes that depict candidate value and highlight the relevant skills and qualifications from which our customers enjoy an average 85 percent interview success rate.

**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
- Detail-Oriented
- Integrity
- Dedicated/Committed
- Innovation and Intuitive

**AWARDS AND 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 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 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, and detailed resumes and cover letters for clients who are seeking jobs/careers from entry-level to “C” Level Executives.
- Applies well-developed skills for reviewing, editing, and writing impactful and profound resumes and cover letters that elevate candidate' prominence to potential employers.
- Creates superior resumes that meet the 10 and 25-second visual scan rule and easily survive ATS Scanners.
- Utilizes approved resume terminology to accentuate client' 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 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 the 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 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

## EXPERIENCE

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

## EDUCATION

**Bennett Stellar University** - Sedona, Arizona  
*Life Coach*

**Temple University** – Philadelphia, PA  
*BS in Marketing*  
*Minors in Creative Writing, English*