

AI IN WORKFORCE DEVELOPMENT

Tools & Techniques to Empower
Underserved Participants & Staff

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Workshop Facilitator & Founder of Resume Scripter

AI IN WORKFORCE DEVELOPMENT: Tools & Techniques to Empower Participants & Staff



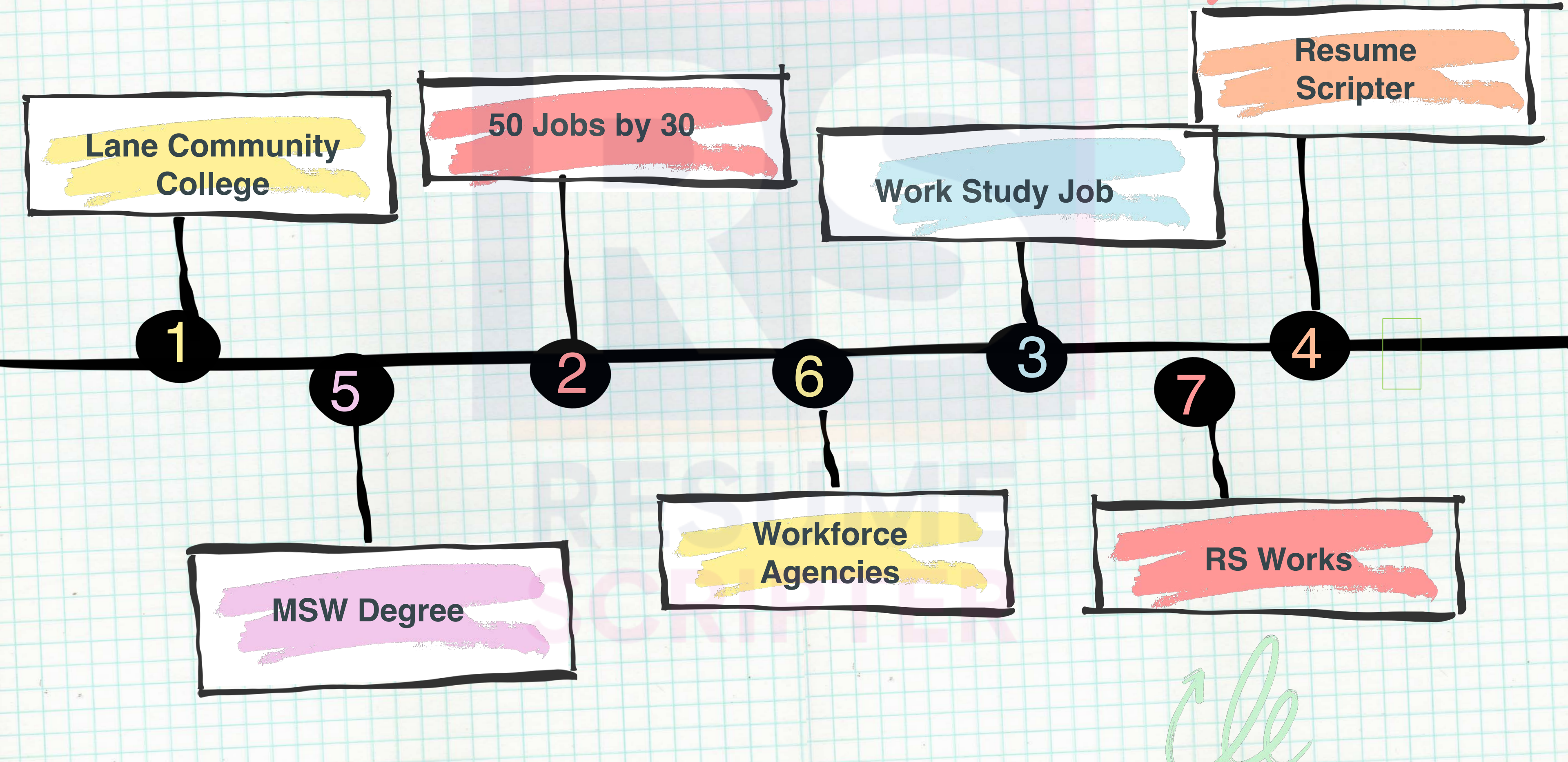
Topic 1.
How to plan for AI-friendly careers

Topic 2.
Bringing AI into the job search

Topic 3.
Leveraging AI for resumes and cover letters

Topic 4.
ATS tools & AI resume screeners

ANDREA'S CAREER





How is AI being used?

**Career Coaching &
Exploration**

**Resume Writing &
Editing**

**Applicant
Screening**

RESUME
SCRIPTER



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Welcome to a community that believes in you. Join 7M+ people and unlock free career advice from 130K+ professionals from companies including:



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Learn more

How it works: always free, always available.

1

Students ask any question about any career.

2

Questions are matched to relevant Professionals.

3

Professionals give amazing advice, and we all celebrate!

Recommended Modules

See all



Module

65-105 min

Build career development skills

Develop essential skills for career development. This module covers time management, communication, and interpersonal skills, while providing a foundation for effective networking and personal branding.



Module

70-120 min

Effective job search

Equip yourself with the necessary tools for a successful job search. Understand job postings, create standout resumes and cover letters, and learn how to explore opportunities abroad.



Module

55-100 min

Networking for career development

Master the art of networking to unlock new career opportunities. This module guides you through creating an impactful elevator pitch, setting up informational interviews, and understanding the power of references.

Recommended Activities

See all



Plan ahead: AI's impact on your career path (in testing!)

10-20 min

Explore how your career path may be affected by AI with expert insights and research on AI's role in your field.



Practice for an interview

15-30 min

In this activity, you will practice interviewing for a job of your choice and get feedback on your answers.



Getting a job abroad

15-20 min

Step into the international job market with confidence, equipped with cultural insights,



Create a study plan

10-15 min

Create a custom study plan that fits your goals and schedule, ensuring you reach your

view scheduling links

COACH

by [CareerVillage.org](https://www.careervillage.org)



Coach

Hello! It sounds like you're trying to figure out which jobs might be a good fit for you. Here are three activities that can help you explore different career paths and make an informed decision:



Explore careers paths

Walk through your interests with Coach, explore various educational and professional options, and get your questions answered.



Prepare for a career: What skills do I need to learn?

Learn the essential skills needed for your dream career. This interactive activity will guide you to identify both the technical and soft skills vital for your chosen career path.



Understand a job post

Translate confusing job postings filled with industry-specific jargon into clear and easy-to-understand language.

Feel free to choose one to get started! 😊



Message Coach



Coach can sometimes make mistakes. Verify important facts.

COACH

by [CareerVillage.org](https://www.careervillage.org)

Explore careers paths

 Restart



Coach

Greetings! You've joined our Career Exploration activity. Let's dive into finding a career that resonates with you. How can I help you today?



Andrea

not sure which jobs i should apply to



Coach

No worries, let's work on this together! To start, can you share a bit about your background and interests? For example:

- Are there any specific careers you've thought about before?
- What is your current or most recent job?
- What are your favorite skills or tasks at work?
- Do you prefer working with people, with data, or with your hands?

Feel free to share as much or as little as you're comfortable with. This will help me give you tailored career suggestions.

Specific careers I've thought about before

My current or most recent job

My favorite skills or tasks at work

I prefer working with people

I prefer working with data

I prefer working with my hands



Message Coach



Coach can sometimes make mistakes. Verify important facts.

COACH

by [CareerVillage.org](https://www.careervillage.org)

Explore careers paths

 Restart

A

Andrea

work with people, using computers, traveling



Coach

Fantastic! Based on your interests in working with people, using computers, and traveling, here are a few career suggestions that might align with your preferences:

1. Project Manager:

Contribution to Society:

- Pros: Helps organizations complete projects efficiently, often leading to innovative solutions.
- Cons: Can be stressful with tight deadlines and high responsibilities.

Skills:

- Already possess: Communication, leadership.
- Need to acquire: Advanced project management tools, methodologies like Agile or Scrum.

Wages: Typically ranges between \$70,000 to \$120,000 annually with five years of experience.

Companies: Tech firms, construction companies, consulting firms.

2. IT Consultant:

Contribution to Society:

- Pros: Solves complex IT problems for businesses, often improving their operations.
- Cons: Requires continuous learning to keep up with technological advances.

Skills:

- Already possess: Technical skills, problem-solving.
- Need to acquire: Specific IT certifications, advanced IT skills.

Wages: Typically ranges between \$80,000 to \$130,000 annually with five years of experience.

Companies: Consulting firms, large corporations, government agencies.

Message Coach



Coach can sometimes make mistakes. Verify important facts.

Careers for the Future Index

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INTERACTIVE

What Are the Careers of the Future?

Choosing a career can be difficult. That's why Gallup and Amazon Future Engineer have partnered to create the Careers of the Future Index to help young adults and their advisers make informed career choices. Explore the interactive data and download the report and full dataset below to learn more.

[Overview](#)

[Summary Findings](#)

[Detailed Results](#)

[Additional Resources](#)

Careers for the Future Index

DETAILED RESULTS

Explore Your Career Options

Select an option below to learn more about all careers. Use the up or down arrows at the top of the column to change how the list is sorted.

DOWNLOAD FULL DATA

DOWNLOAD THE REPORT



Careers of the Future Index

- CFI for all jobs
- Bachelor's-only jobs
- Sub-bachelor's jobs



Career Qualities

- Income
- Job growth
- Vacancies per seeker
- Resistance to automation
- Sub-bachelor's jobs



Proportionality

- Gender proportionality
- Racial proportionality



CFI for Sub-Bachelor's Jobs

Shows Careers of the Future Index for occupations in which at least half of workers do not hold a bachelor's degree or higher educational credential.

Page 1 of 12 >

	Title	Indeed cluster	CFI	Workers with less than a Bachelor's (%)
1	First-Line Supervisors of Fire Fighting and Prevention Workers	Law, Public Safety, Corrections and Security	89	68
2	Cardiovascular Technologists and Technicians	Health Science	89	56
3	Constructions Managers	Architecture and Construction	87	63
4	Industrial Production Managers	Business, Management and Administration	87	52
5	Power Plant Operators, Distributors and Dispatchers	Manufacturing	85	76
6	Elevator Installers and Repairers	Architecture and Construction	85	94
7	First-Line Supervisors of Police and Detectives	Law, Public Safety, Corrections and Security	85	54
8	General and Operations Managers	Business, Management and Administration	82	54
9	Air Traffic Controllers and Airfield Operations Specialists	Transportation, Distribution and Logistics	81	59
10	Entertainment and Recreation Managers	Arts, Audio/Visual Technology and Communications	81	51
11	Facilities Managers	Business, Management and Administration	80	63
12	Fire Inspectors	Law, Public Safety, Corrections and Security	77	79

Career Qualities

Use the chart below to see where each job ranks by career quality.

Income

Job growth

Vacancies per seeker

Resistance to automation

Resistance to Automation

The resistance to automation index measures the importance of difficult-to-automate tasks. The index is on a 1 to 100 scale. The z-score rescales the mean to zero and is in standard deviation units.

Search in table

Page 1 of 18 >

	Title	Indeed cluster	Resistance to automation index	Resistance to automation z-score
1	Educational, Guidance and Career Counselors and Advisers	Human Services	100	2.2
2	Clergy	Human Services	100	2.1
3	Marriage and Family Therapists	Human Services	100	2.1
4	Mental Health and Substance Abuse Social Workers	Human Services	100	2.1
5	Mental Health Counselors	Human Services	100	2.0
6	Religious Workers, All Other	Human Services	99	2.0
7	Directors, Religious Activities and Education	Human Services	99	1.9
8	Counselors, All Other	Human Services	99	1.9

Skills and Qualifications Analysis

Analysis of the skills and qualifications of your resume.

Analysis

The skills section is missing, which is a significant gap. Including a targeted skills section would enhance the resume's effectiveness.

Your Skills

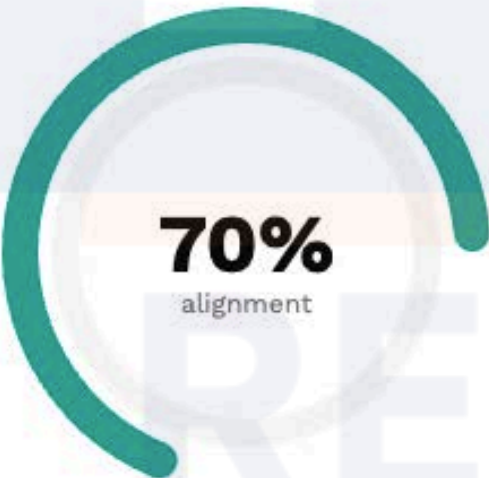
Here is an ordered list of the skills from your resume, along with some suggestions for improvement.

Suggested Order of Skills

Here is a suggested order of skills based on your resume content and the types of jobs you are targeting.

Hard Skills Score

How well your hard skills match the target job(s)



Analysis

The skills section is missing, which is a significant gap. Including a targeted skills section would enhance the resume's effectiveness.

Missing Hard Skills

Here are some missing skills that are common in the target industry and you may consider adding or improving.

If you already have these skills, make sure they are included on your resume!

Project Management

Communication Skills

Data Analysis

Client Relations

Risk Management

Analysis

Consider pursuing certifications in project management or advanced data analysis to enhance qualifications.

Weak Soft Skills

Weaving soft skills into your resume is effective when they are directly related to the job and not just generic.

No Weak Soft Skills

Analysis

Soft skills are not explicitly mentioned but could be woven into the experience section to demonstrate interpersonal abilities.

Suggestions

Integrate soft skills such as teamwork, communication, and problem-solving into the experience descriptions.

Example

Collaborated with cross-functional teams to implement effective return-to-work strategies.



Holland Code Test

This is a great quiz to assess your client’s vocational interests and skills. Useful for people with intermediate or fluent English skills.

Once you receive the 3-letter code, click *Get Results* below get a list of recommended careers.

- R = Realistic
- I = Investigative
- A = Artistic
- S = Social
- E = Entrepreneurial
- C = Conventional

Online Quiz

Get Results

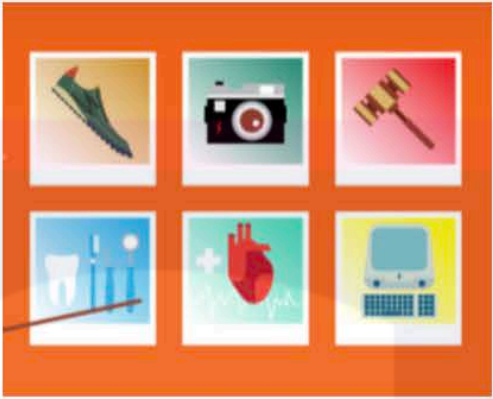


Photo Career Quiz

A quick career quiz that uses a similar framework to the Holland Code. Great for those with limited attention spans or English proficiency.

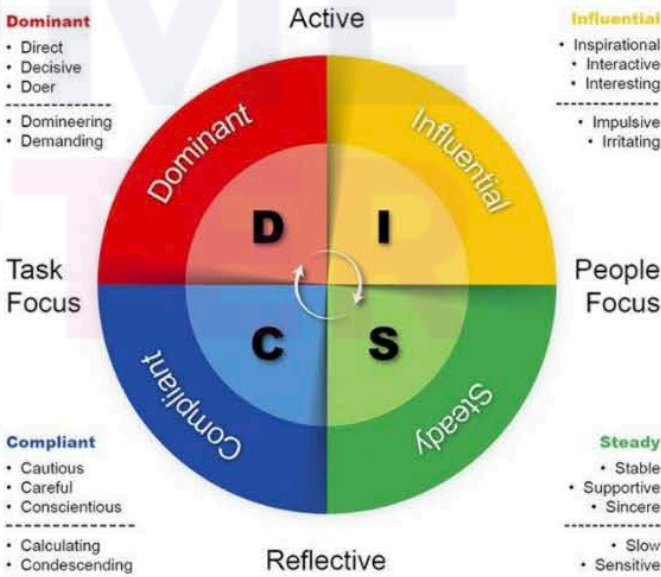
To convert results to the Holland Code framework, find their three highest scores:

- Building = R (Realistic)
- Thinking = I (Investigative)
- Creating = A (Artistic)
- Helping = S (Social)
- Persuasive = E (Entrepreneurial)
- Organizing = C (Conventional)

Online Quiz

Get Results

ENFJ Teacher Enthusiastic, outgoing, and confident. They are natural leaders and inspire others to achieve their goals. They are often found in roles that require strong communication and interpersonal skills.	INFJ Counselor Idealistic, intuitive, and empathetic. They are natural healers and are often found in roles that require strong communication and interpersonal skills.	INTJ Mastermind Strategic, analytical, and independent. They are natural planners and are often found in roles that require strong analytical and problem-solving skills.	ENTJ Field Marshall Ambitious, confident, and assertive. They are natural leaders and are often found in roles that require strong communication and interpersonal skills.
ENFP Champion Enthusiastic, creative, and spontaneous. They are natural motivators and are often found in roles that require strong communication and interpersonal skills.	INFP Healer Idealistic, intuitive, and empathetic. They are natural healers and are often found in roles that require strong communication and interpersonal skills.	INTP Architect Analytical, logical, and independent. They are natural planners and are often found in roles that require strong analytical and problem-solving skills.	ENTP Inventor Creative, confident, and assertive. They are natural innovators and are often found in roles that require strong communication and interpersonal skills.
ESFP Performer Enthusiastic, outgoing, and confident. They are natural leaders and are often found in roles that require strong communication and interpersonal skills.	ISFP Composer Idealistic, intuitive, and empathetic. They are natural healers and are often found in roles that require strong communication and interpersonal skills.	ISTP Operator Analytical, logical, and independent. They are natural planners and are often found in roles that require strong analytical and problem-solving skills.	ESTP Promoter Ambitious, confident, and assertive. They are natural leaders and are often found in roles that require strong communication and interpersonal skills.
ESFJ Provider Enthusiastic, outgoing, and confident. They are natural leaders and are often found in roles that require strong communication and interpersonal skills.	ISFJ Protector Idealistic, intuitive, and empathetic. They are natural healers and are often found in roles that require strong communication and interpersonal skills.	ISTJ Inspector Analytical, logical, and independent. They are natural planners and are often found in roles that require strong analytical and problem-solving skills.	ESTJ Supervisor Ambitious, confident, and assertive. They are natural leaders and are often found in roles that require strong communication and interpersonal skills.





How is AI being used?

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**Applicant
Screening**

RESUME
SCRIPTER



Stephanie Willis
Brooklyn, NY 11225
170387-3947
swillis@hotmail.com

OBJECTIVE

I would love to run a beauty salon where i would provide customers with skin care & Facials. I would love to work in a day spa giving facials to clients.

EDUCATION

New York School of Esthetics
Esthetics Certificate
Dec, 2021

WORK HISTORY

NYC Esthetique
I worked on scheduling appointments & giving customers facials.

Self Employed Make Up Artist
I've done friends and family members. I've worked with 25-30 people. I've used methods I was taught by makeup artists that taught me certain techniques.

STEPHANIE WILLIS | e: swillis@icloud.com
p: 213-387-3947
Los Angeles, CA 90211

PROFESSIONAL SUMMARY

Certified Make-Up Artist with experience working closely with diverse clientele to achieve unique beautification goals, developing personalized cosmetology plans and providing the highest standard of esthetic services. Well-developed ability to promote operational success for boutique cosmetology providers, coordinating appointments and cultivating positive professional relationships. Successfully completed 600+ hour Esthetics certification program, featuring in-depth training in facial treatments, makeup techniques, hair removal, and equipment maintenance techniques.

AREAS OF EXPERTISE

Cosmetology Services | Calendar Coordination | Health & Safety Regulations | Paramedical Esthetics
Makeup Application Techniques | Business Administration | Financial Transaction | Client Service Standards

PROFESSIONAL EXPERIENCE

LA ESTHETIQUE *Los Angeles, CA*
Esthetician Assistant *May 2022 - Present*

- Worked to deliver the highest standard of care to clients on behalf of locally owned esthetics provider specializing in facial, photo rejuvenation, and light therapy services.
- Oversaw scheduling processes, managing appointments for 60 customers each month while reporting to Clinic Owner.
- Interfaced directly with clientele to understand skin care concerns and determine appropriate treatments, delivering personalized facial treatments for individuals.
- Managed core aspects of operations, facilitating financial transactions and maintaining a clean and organized work environment to ensure safety and comfort of customers at all times.
- Participated in professional development opportunities, working to expand awareness of latest esthetics techniques and products.

SELF-EMPLOYED *Los Angeles, CA*
Make-Up Artist *Jan. 2020 - Present*

- Provided cosmetic services for 30 individuals in preparation for events and public gatherings, leveraging personal cosmetology experience and academic training.
- Educated others on make-up application methods, skincare ingredients and skincare regimens, recommending tailored products and processes based on unique needs.
- Worked to increase individual confidence and self-esteem, sharing beautification strategies while advocating for self-love and appreciation of individual differences.

EDUCATION & TRAINING

CALIFORNIA SCHOOL OF ESTHETICS *Santa Monica, CA*
Certificate - Esthetics *Dec. 2021*

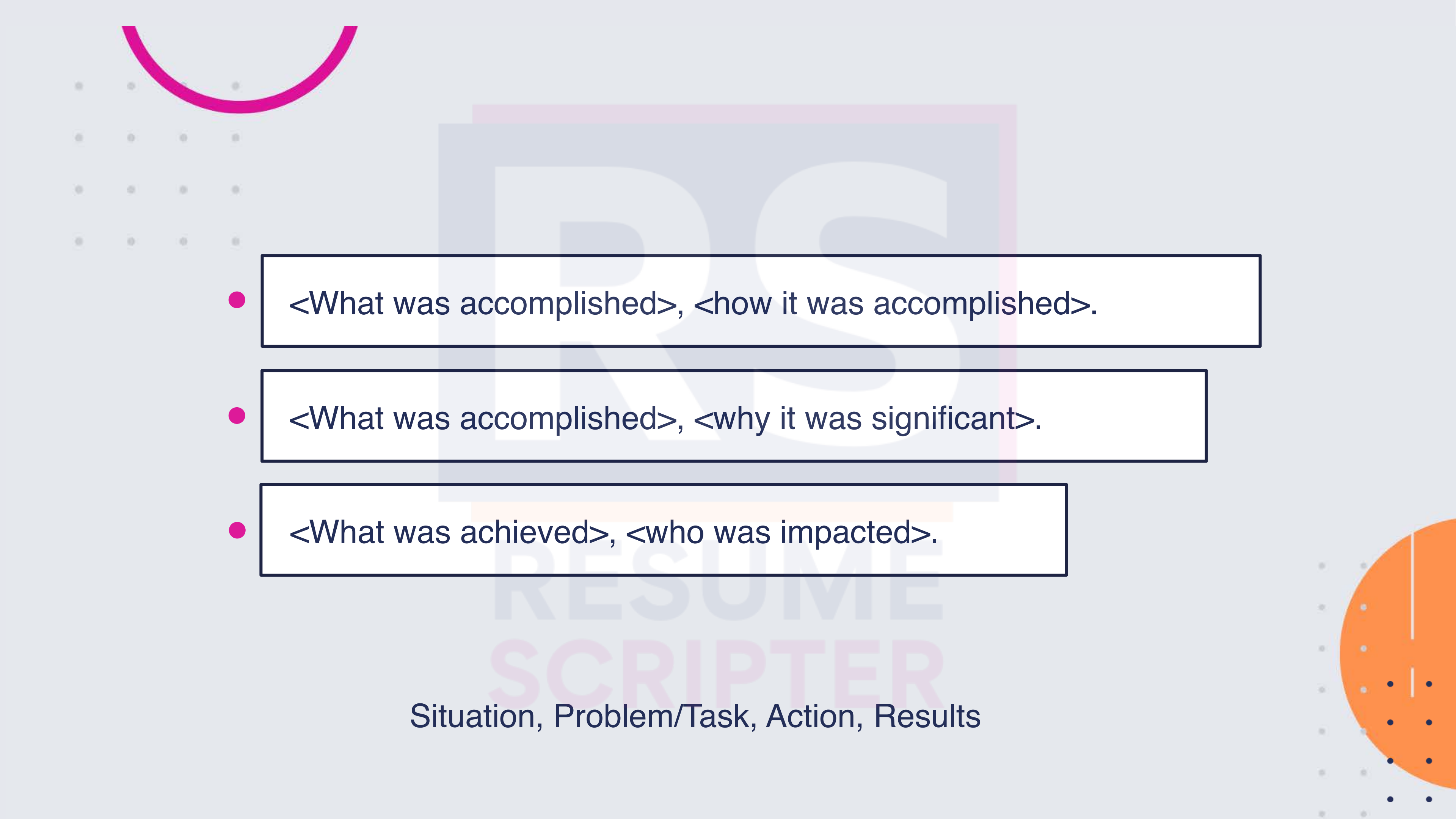
- Completed 600 hours of coursework to earn CA certificate to practice Esthetics, covering Sanitization, Chemical Safety, Biology, Infection Control and Business Management practices.
- Course covered four modules, educating students on client skin response to formulas and treatment methods.

PROFESSIONAL DEVELOPMENT

Facial Administration Techniques Seminar, Sothy's. 2022.

ADDITIONAL PROJECTS

Provided make-up services to students as part of school theatrical production.

- 
- <What was accomplished>, <how it was accomplished>.
 - <What was accomplished>, <why it was significant>.
 - <What was achieved>, <who was impacted>.

Situation, Problem/Task, Action, Results

Sarah Barret

Bronx, New York
9293448455
sbarret@gmail.org

Summary

I have excellent communication skills, a positive attitude, i'm very interactive, and attentive. I can take criticism and make it into a lesson learned. I also take the initiative to do things! My mind is always running with new ideas to make things more appealing or interesting!

Education

Equality Charter High School
High School Diploma
Graduating June 2020

Employment History

Mosholu Montefiore Community SYEP
Camp counselor
July 2019 – August 2019
Working in Syep this summer, it was great experience as camp counselor. I interacted with the kids. Taught the kids how there's other ways to deal with things and handle things. I helped to teach the kids about friendship and positivity as well as getting along with one another!

Hobbies & Interests

I do hair and try new styles to allow myself that you can express yourself in many ways! I also do dance, in every style and I aspire to be a dance choreographer professionally!

Languages

English: Native

References

Samantha Rodriguez
Boss
MMCC SYEP
4140 Hutchison River Parkway E.
(917) 822-8402
samantha@gmail.com

SARAH BARRET

sbarret@gmail.org
Bronx, NY 10453
(929) 344-8455

CAREER SUMMARY

Youth Assistant with experience working to improve performance of organizations serving hundreds of individuals each year. Adept at collaborating with others while ensuring high-quality services and programs. Career history of working to ensure compliance with organizational guidelines and industry best practices, promoting adherence to organizational policies and industry standards.

AREAS OF EXPERTISE

- Health & Safety Guidelines
- Childhood Development
- Child-Centered Play
- Community Integration
- Recreational Activities
- Academic Tutoring
- Nutritional Guidelines
- Sensory Processing
- Literacy Promotion

PROFESSIONAL EXPERIENCE

MOSHOLU MONTEFIORE COMMUNITY CENTER
Camp Counselor - SYEP Program
New York, NY
July 2019 - Aug. 2019
• Provided primary care and supervision to elementary-aged youth on behalf of summer camp, working to ensure health and safety while cultivating a safe and nurturing environment.
• Worked closely with groups of up to 30 children to plan age-appropriate activities and exercises, encouraging active play and exploration while working to meet developmental milestones.
• Consistently worked to promote playfulness, creative expression and peer cooperation, working to facilitate optimal comprehension of new concepts.
• Interacted with parents to promote youth progress and growth.
• Collaborated with parents to plan educational and recreational activities, providing feedback regarding developmental concerns and behavioral issues.

VOLUNTEER EXPERIENCE

EASTERN RETIREMENT COMMUNITY
Volunteer Hair Stylist
New York, NY
Feb. 2021 - Present
• Worked directly with senior staff of organization with mission of serving elderly clients, impacting 500 individuals each year.
• Provided support to 5 participants, working to ensure the highest quality of services at all times.

AWARDS & RECOGNITIONS

Recipient of competitive award from SYEP Program in recognition of leadership abilities.

EDUCATION & TRAINING

UDEMY
Certificate - Principles of Choreography
Completed courses in Improvisation, Timing and Musicality
Online
Feb. 2021
EQUALITY CHARTER SCHOOL
High School Diploma
New York, NY
June 2020

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🎭 Humanities

🏫 MIT

🌐 Google

📦 Amazon

💼 Business



Travis Keane

Seattle WA | 555-505-7051| traviskeane@email.edu |

Profile

Hard working sports business major with high career goals and ambitions. Skilled in Microsoft excel and spreadsheets, as well as high knowledge of the sports world.

Education

University of Washington | Seattle, WA Expected Graduation Spring 2025

- B.A. in Business Administration, with a focus in Sports Marketing
- GPA: 3.5 (As of Winter Term 2023)

Experience

Backroom Specialist | Walmart Corp | Tacoma, WA

Oct-2018-March-2020

- Located items within the store with speed and accuracy.
- Provided all customers with excellent service.
- Trained in multiple positions in order to help where needed.
- Accurately packed items with speed and shipped them to guests
- Worked under strict deadlines and prioritized requests.

Shift Coordinator | BPRD | Bothell, WA

June-2017-Present

- Led a team of camp counselors.
- Developed Summer Camp curriculum
- Led and taught youth essential sports skills and form.
- Managed daily camp with 30+ Youth
- Created a safe and inclusive environment for all.
- Planned camps and special events.
- Organized staff to best effectively complete tasks at hand.

Activity Leader | Waylane | Bothell, WA

January-2022-June-2022

- Effectively managed youth activities and games
- Worked with youth to teach essential skills
- Tutored children in various subjects
- Created a safe and inclusive environment for all

Volunteer Experience

Participated in organized events, which helped families in need during winter months
Volunteered to help coach youth soccer teams

TRAVIS KEANE

e: traviskeane@email.edu | p: (555) 505-7051 | Seattle, WA

CAREER SUMMARY

Administrative Coordinator and Business Administration degree candidate with prior experience promoting accuracy and efficiency of operations for companies across retail, sports, and education sectors. Adept at working directly with senior staff and stakeholders to promote the success of programs, working to expand reach of initiatives. Skilled at interfacing with clients and vendors to promote the success of events, educational programs, and athletics initiatives. *Basic-level Spanish abilities.*

Operations Optimization | Program Management | Event Coordination | Marketing Initiatives
Data Analysis | Process Improvement | Team Leadership | Industry Research

EDUCATION & TRAINING

UNIVERSITY OF WASHINGTON

Seattle, WA

Bachelor's Degree - Business Administration

Anticipated Spring 2025

3.5 GPA. Completed specialized coursework in Sports Marketing, Advertising Campaigns, and GTM Strategies. Participated in mock entrepreneurial program to create and market product, with team earning recognition as top-three out of 30 teams.

DATA CAMP

Online

Introductory Coding Course

PROFESSIONAL EXPERIENCE

BOTHELL PARKS & RECREATION

Bothell, WA

Coordinator - Sports Department, Seasonal

June 2017 - Sept. 2022

- Oversaw key aspects of recreational initiatives for city department with mission of improving recreational access for underrepresented communities, serving 1,000+ youth each season through grant-based programming.
- Developed curriculum for 12-week-long summer camp, working closely with senior staff to ensure the highest caliber of offerings for participants spanning pre-K to middle school.
- Conducted survey of 100+ parents and guardians, compiling and assessing metrics pertaining to participant satisfaction.
- Contributed to major community events including *Movies in the Park* and *Latino Fiesta in the Park*, procuring inventory and facilitating event set up to promote optimal experiences on behalf of all attendees.
- Led athletic programming for sports including basketball, soccer, and lacrosse, providing coaching to individuals spanning diverse skill levels and demographics.
- Supervised camp staff and led onboarding sessions, ensuring safety and inclusivity while reporting to Program Director.

WAYLANE

Bothell, WA

Program Lead - Part-Time

Jan. 2022 -June 2022

- Managed logistics for after-school program serving youth ages 5-12, working directly with students across two locations.
- Provided coaching and tutorship to groups of up to 40 students, fostering athletic interest and academic success.

WALMART

Tacoma, WA

Team Lead/Inventory Specialist

Oct. 2018 - Mar. 2020

- Streamlined inventory management initiatives on behalf of leading national retailer, interfacing directly with clients during peak seasons to fulfill orders of up to 200 items.
- Trained seasonal staff and managed vendors relations, ensuring adherence to order specifications and delivery timelines.

TECHNICAL SKILLS

Proficient in Microsoft Office 365 (Advanced Excel, Visio), Tableau, Google Workspace, and social media platforms, with ability to learn new tools quickly.

Shift Coordinator | BPRD | Bothell, WA

- Led a team of camp counselors.
- Developed Summer Camp curriculum
- Led and taught youth essential sports skills and form.
- Managed daily camp with 30+ Youth
- Created a safe and inclusive environment for all.
- Planned camps and special events.
- Organized staff to best effectively complete tasks at hand.

BOTHELL PARKS & RECREATION

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The Backwards 7

CLIENT NAME

www.linkedin.com/in/clientname | [e: clientname@gmail.com](mailto:clientname@gmail.com) | [p: \(516\) 548-5555](tel:(516)548-5555) | www.onlineportfolio.com

CAREER SUMMARY

Operations Coordinator with several years of experience working with fast-growing enterprises across technology, manufacturing and culinary sectors to optimize business processes. Adept at introducing improved methods of tracking operational data and performance, leveraging intuitive and mobile applications to promote growth. Career history of working closely with senior staff and clients throughout all phases of projects, ensuring adherence to budgets and specifications. *Fluent in Italian, with basic-level Spanish language skills.*

Operations Optimization | Promotional Strategies | Business Development | Performance Tracking
Data Management | Process Improvement | Mobile Development | Industry Research

PROFESSIONAL EXPERIENCE

COMPANY NAME

New York, NY

Internal Recruiter

Oct. 2017 - Present

- Led recruitment initiatives for leading automotive accessory retailer serving up to 60,000 clients each year and generating more than \$800,000 in annual e-commerce revenue.
- Performed organizational assessments to evaluate recruitment needs, utilizing findings to inform screening criteria.
- Introduced new JazzHR applicant tracking software, promoting optimal efficiency and accuracy throughout all phases of hiring processes, screening 2,000 candidates.
- Oversaw recruitment processes, leading interviews and outlining position requirements, compensation and benefits.
- Coordinated screening processes, performed comprehensive skill assessments for 700 candidates during tenure, reviewing application materials, conducting reference checking and leading phone interviews.

COMPANY NAME

New York, NY

Operations Coordinator

May 2016 - Aug. 2016

- Oversaw logistics of commercial operations on behalf of apparel and appliance distribution company generating more than \$3 million in annual revenue, coordinating shipments for over 100 retail entities nationwide.
- Worked with CEO to foster profitable relations with over 70 external vendors and international suppliers.
- Coordinated company participation in industry trade shows including ASD Market Week, increasing overall sales.
- Processed monthly sales orders valued at up to \$250,000 for up to 80 accounts, ensuring accuracy of order data.
- Handled financial operations, processing payroll for employees, billing suppliers and preparing tax documentation.

COMPANY NAME

Long Island, NY

Manager & Event Coordinator

May 2012 - Sept. 2014

- Managed logistics of promotional programs for upscale lounge, coordinating events for up to 150 attendees while maintaining below 30% food cost and less than 25% beverage cost.
- Created promotional mailings distributed to 5,000+ contacts using Constant Contact and crowdsourcing methods.
- Worked with graphic designer to create flyers and social media content expanding audience reach and attendance.

EDUCATION & TRAINING

FREECODECAMP

New York, NY

Full Stack Web Development Certification

Jan. 2018

Completed 1,200 hours of training in Full-Stack Web Development, Responsive Web Design, JavaScript Algorithms & Data Structures, covering Front-End Libraries, Back-End Development, JSON APIs, Ajax, Nodejs, Express, Sequelize and PostgreSQL.

UNIVERSITY OF CALIFORNIA

Los Angeles, CA

Bachelor's Degree - International Relations

May 2008

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint) Adobe Photoshop, Constant Contact, Aldelo POS, Raiser's Edge, JazzHR, Visual Studio Code, Nodejs, Expressjs, React, Redux, Sequelize, PostgreSQL, Postico and social media platforms including Facebook, Twitter, Instagram, Vimeo and Google Blogger.

Tara Greenwich

504-555-5451
tgreenwich@email.com

Curriculum Development & Community Health Worker Trainer
HealthWorks

February 2022 to May 2023

- *Research and facilitated a 7-hour virtual training on Self Care for 30 Community Health Workers across the state.*
- *Led a 28 cohort virtually through the state-approved 90-hour Community Health Worker training using Zoom.*
- *Research and design layout for slide deck and handouts for training using Canva and Adobe.*

Community Health Navigator
Urban Life

March 2021 to February 2022

- *Enroll 5 community members monthly in Oregon Health Plan. Assist with navigating the complexities of the healthcare system*
- *for 25 community members a month.*
- *Attend monthly meetings with funders and other stakeholders. Led a cohort of 19 through the 90-Hour Community Health Worker Training using the Zoom platform.*

Foster Parent Night Out Site Coordinator
Bridgetown Community Network

July 2019 to June 2021

- *Lead a team of 30 volunteers that organizes a monthly event to care for and entertain the fostered children referred to*
- *Bridgetown Community Network by the Department of Human Services.*
- *Liaison between the Department of Human Services, AllChildrenPDX, and Bridgetown Community Network. Assign, train, and organize all 30 FPNO volunteers during events.*

Teacher

Gate Academy - KinderCare

March 2017 to August 2020

- *Taught KinderCare's curriculum for 8-10 students ranging from 1*
- *and 2- year-old students.*
- *Differentiate instruction delivery to students' individual needs. Communicated daily with parents, guardians, and other caretakers regarding student performance.*

Cove Children's Director and Office Manager
Silver Coast Family Fellowship

September 2016 to January 2017

- *Coordinated and trained 5 volunteers to deliver religious*
- *instruction appropriately and safely to students enrolled in the Sunday School program.*

SKILLS

- Lesson Plan Design
- Microsoft & Google Suite
- Event Planning
- Facilitation using Popular Education Method

EDUCATIONAL BACKGROUND

Mt. Hood College

Bachelor of Science Outdoor Ministry
2015

**Oregon Community Health Worker
Association**

Certified Community Health Worker
2022

**HarvardX Online Learning initiative of
Harvard University**

Children Protection: Children's Rights in Theory
and Practice
2020



TARA GREENWICH

li: www.linkedin.com/in/tara-greenwich | e: tgreenwich@email.com | p: 504-555-5451 | Portland, OR 97215

CAREER SUMMARY

Training & Development Specialist with over five years of experience contributing to development and enhancement of effective virtual and in-person training initiatives, working with federal entities and government-funded programs aimed at expanding professional opportunities for sector-specific staff. Highly skilled at overseeing logistics of staff trainings and learning programs, personally facilitating sessions for hundreds of employees statewide. Career history of launching new learning interventions targeting specific challenges, tracking and reporting complex learning outcomes to external funders.

Training & Learning Solutions | Professional Development | Continuing Education | Group Facilitation
Online Instruction | Data Management | Diversity & Inclusion | Staff Development

PROFESSIONAL EXPERIENCE

HEALTHWORKS

Curriculum Developer & Trainer - Workforce Team Development

Portland, OR
2021 - 2023

- Developed learning materials and training resources on behalf of industry association offering continuing education, training, and technical assistance for community health workforce statewide.
- Served as Lead Researcher throughout development of climate change training featuring impact data and resources, working with emergency preparedness expert and PSU researcher to create lesson plans and content.
- Oversaw creation of curriculum accessed by 130 employees statewide, covering critical issues and resources spanning housing justice, food security, and self-care practices.
- Evaluated 50 applications for new cohort, working with senior leadership to select promising, dedicated candidates while reporting to Director of Workforce Development.
- Led virtual trainings for groups of up to 30 attendees including state-approved 90-hour training and statewide self-care initiative, compiling feedback to inform improvements.
- Partnered with Oregon Health Authority's Offices for Equity & Inclusion and Climate & Health to devise targeted learning interventions aimed at addressing sector-specific challenges.
- Organized guest facilitators specializing in mental health counseling, cultural issues, addiction & recovery, partnering with speakers from Providence Behavioral Health, Health Share of Oregon, Orchid Health, and Familias en Accion.
- Selected to be contributing member of working group for suicide prevention training for community health workers, leveraging insights from direct experience and trainings.
- Interfaced with external partners and funders including Next Door and Oregon Health Authority, compiling data related to organization impact and sharing programmatic outcomes.
- Developed lesson plans, group activities, and video content, designing handouts and resources to accompany sessions.

URBAN LIFE

Community Health Navigator

Portland, OR
2021 - 2022

- Contributed to community programs on behalf of non-profit organization with mission of empowering individuals of racial minorities, expanding access to educational opportunities, healthcare, and employment.
- Interfaced with 100+ community members each month through resource fairs and referrals, providing guidance and information regarding enrollment in Oregon Health Plan.
- Led cohort of nearly 20 participants throughout 90-Hour ORCHWA-funded Community Health Worker training, equipping employees with information and resources to support community members.
- Worked directly with 25 community members each month to resolve healthcare barriers, filing grievances and escalations with health networks and addressing OHA denials and appeals.
- Interfaced with regional outreach coordinators from Oregon Health Authority, Oregon Health Plan, and HealthShare of Oregon throughout escalated advocacy efforts.
- Attended monthly meetings with funders and stakeholders, compiling insights regarding program improvements and future opportunities while reporting to Director of Community Health Programs.

ADDITIONAL EXPERIENCE

BRIDGETOWN COMMUNITY NETWORK

Portland, OR

Site Coordinator - Foster Parent Night Out

2019 - 2021

- Oversaw critical components of monthly respite program for foster parents, serving over 8,000 youth each month throughout the Portland metropolitan area.
- Organized all aspects of monthly events for youth, from infants through teenagers, planning age-appropriate activities, arranging food and beverages, and hosting special guests.
- Led trainings for groups of up to 65 volunteers regarding event guidelines and organizational policies, promoting safe, fun, and inclusive experiences for fostered children.
- Interfaced with senior-level staff from Department of Human Services, EveryChild Oregon, and Bridgetown Community Network, incorporating TriMet's informed care approach and ensuring adherence to state guidelines.

KINDERCARE

Portland, OR

Teacher - Gate Academy

2017 - 2020

- Served as primary educator for innovative program aimed at promoting optimal emotional, social, and intellectual development, with up to 100 children enrolled annually.
- Worked directly with 50+ students during tenure, providing differentiated instruction for groups of up to 10 youth based on child age, needs, and learning styles.
- Contributed to development of curriculum, covering topics spanning arts, alphabet recognition, and emotional literacy reporting to Center Director.
- Communicated with parents and caregivers regarding student performance, promptly addressing and resolving issues.

SILVER COAST FAMILY FELLOWSHIP

Seaside, OR

Program Director & Administrative Manager

2016 - 2017

- Led key aspects of programs for youth ages 0-5, organizing lessons and activities to promote community engagement.
- Developed and implemented community-based programs to support healthy development and well-being of children and families.
- Trained volunteers and staff on program goals, objectives, and procedures.

EDUCATION

MT. HOOD

Bachelor's Degree

Developed innovative
healthy products

OR

2015

TRAINING

Certified Community

Children Protection

TECHNICAL

Proficient in Microsoft

Zoom, and social media



The Upside -Down Pyramid

Current/Most Recent Job

2nd Most Recent Job

3rd Most Recent

Etc.

More Recent = Closer to Top + More Real Estate

TARA GREENWICH

li: [www.linkedin.com/in/tara-greenwich](#) | e: [tgreenwich@email.com](#) | p: 504-555-5451 | Portland, OR 97215

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PROFESSIONAL EXPERIENCE

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- Contributed to development of curriculum, covering topics spanning arts, alphabet recognition, and emotional literacy reporting to Center Director.
- Communicated with parents and caregivers regarding student performance, promptly addressing and resolving issues.

SILVER COAST FAMILY FELLOWSHIP

Seaside, OR

Program Director & Administrative Manager

2016 - 2017

- Led key aspects of programs for youth ages 0-5, organizing lessons and activities to promote community engagement.
- Developed and distributed content including social media posts, website updates, and informational bulletins, promoting community awareness of upcoming programs and events.
- Trained volunteers to deliver weekly instruction to youth, promoting student safety and inclusion at all times.

EDUCATION & TRAINING

MT. HOOD COLLEGE

Hood River, OR

Bachelor's Degree - Outdoor Ministry

2015

Developed innovative program which was utilized by YMCA branch enabling families to participate in nutrition classes, grow healthy produce and access mental health services.

TRAINING & CERTIFICATIONS

Certified Community Health Worker, Oregon Community Health Worker Association. 2021

Children Protection: Children's Rights in Theory & Practice, HarvardX. 2020

TECHNICAL SKILLS

Proficient in Microsoft Office 365 (Advanced Excel, Teams), Google Workspace, Adobe Creative Suite, Canva, Monday.com, Zoom, and social media platforms, with ability to learn new tools quickly.

MELANIE CHAPMAN

Chicago, Illinois · 555-315-6580

mchapman@email.com

www.linkedin.com/in/melaniechapman

EMPLOYMENT EXPERIENCE

SAFE DAYS FOUNDATION / CHICAGO, ILLINOIS / 2022

EVENTS MANAGER

Responsible for planning and executing the Sam Day 37-Mile Challenge and 5K fundraising race for over 650 participants. Managed all event logistics, communication, and volunteers.

THE FINANCE TEAM / CHICAGO, IL / 2020

BOOKKEEPER

Managed financial records using QuickBooks for multiple non-profit organizations. Duties included tracking expenses and income, generating monthly financial statements, reconciling monthly bank statements, and scheduling payroll.

SISTER CITY ASSOCIATION / CHICAGO, IL / 2019

EXECUTIVE DIRECTOR

Responsible for all business and financial management. Maintained financial records using QuickBooks and provided financial reports. Organized fundraising campaigns and events, including a large reception at the Eugene Art Museum where we hosted the Mayor of Bologna. Oversaw all marketing and communications, including the donor database, MailChimp mailings, website using Squarespace, and Facebook and Instagram social media accounts. Managed board member onboarding, board committees, and monthly board meeting materials.

SAMSUNG / SAN JOSE, CA / 1996-2002

MARKETING MANAGER

Developed, promoted, and implemented comprehensive marketing plan for Digital programs.

- Sold plan to management team to secure budget for implementation and provided regular updates to executive management.
- Coordinated cross-product category business objectives and consumer market needs to create umbrella marketing objectives and strategies.
- Created consumer messaging and ensured consistent implementation across relevant product categories and functional areas.
- Sold initiative to prioritized retail partners.

Product Manager, printers

Managed printer business for North America.

- Managed relationship between accounts, field, and manufacturing to ensure product availability.
- Developed monthly product supply forecasts.
- Managed product line budget and resources.

Introduced new printers into North American retail.

- Repositioned brand with all key internal and external partners.
- Created and implemented tiered channel incentive program to efficiently meet product placement objectives.
- Developed and implemented comprehensive marketing and communications plan.

Launch Manager, scanners

Introduced new scanners into North American retail.

- Developed and executed comprehensive introduction marketing plan.
- Created product line communication strategy and product messages; ensured execution across all marketing functions.
- Served as product expert and champion throughout marketing organization, across marcom areas, to sales field, to resellers, and to press.
- Managed product line resource allocations for the most effective achievement of product marketing objectives. Influenced future product development, including product features, margins, and pricing.

VOLUNTEER EXPERIENCE

GIRLS INC./ CHICAGO, IL / 2016-2020

POP-UP SHOPS COORDINATOR

Responsible for securing 20+ vendors for shopping event at Girls Inc. Power of the Purse, the largest fundraiser of the year. In 2018, revenue from POP-UP SHOPS increased 36% over 2016.

AMHERST HIGH SCHOOL / CHICAGO, IL / 2017-2019

AUCTION DATA MANAGEMENT

Assisted managing and processing item and financial donations in GreaterGiving software. Assisted with auction item packaging, bid sheet creation, table sales, raffle ticket purchases.

BLAKELY SCHOOL / CHICAGO, IL / 2013-2014

AUCTION CO-CHAIR

Managed and coordinated all aspects of school's largest fundraising event. Responsible for event planning, procurement, budget management, database management, and volunteer participation. Exceeded net fundraising goal by 21% and underspent expense budget by 15%. Used GreaterGiving software for event management.

CHILDRENS CANCER SOCIETY / CHICAGO, IL / 2012-2019

PROGRAM MENTOR

Provided emotional support to young patients in treatment during their hospital visits and stays.

EDUCATION

MBA, NORTHWESTERN UNIVERSITY DUAL MAJOR: MARKETING/FINANCE

BA, MICHIGAN STATE UNIVERSITY MAJOR: ECONOMICS, MINOR: FRENCH

**What job title do you think
she's applying for?**

MELANIE CHAPMAN, MBA

linkedin.com/in/melaniechapman
melaniechapman@gmail.com
Chicago, IL 76543
593-314-6780

EXECUTIVE SUMMARY

Marketing & Communications Manager with 10+ years of experience contributing to the planning and execution of events, marketing materials, and outreach campaigns for organizations across private and non-profit sectors. Well-developed ability to cultivate collaborative relationships with executive leaders, community partners, and creative contributors, leveraging project management, marketing, and financial management skillsets.

AREAS OF EXPERTISE

- Community Partnerships
- Stakeholder Engagement
- Marketing Initiatives
- Strategic Communications
- Financial Management
- Events Management
- Reporting Processes
- Content Planning
- Team Leadership

PROFESSIONAL EXPERIENCE

SAME DAYS FOUNDATION

Chicago, IL

Events Manager - Contract

Apr. 2022 - Sept. 2022

- Oversaw critical aspects of fundraising events and outreach initiatives on behalf of philanthropic foundation granting more than \$1 million to organizations with mission of eradicating childhood cancers.
- Directed planning and execution of large-scale fundraising events, engaging with senior management and community partners including Washington County, City of Beaverton, and Tualatin Hills Parks and Recreation District.
- Coordinated logistics of fundraising marathons including *Sam Day 37-Mile Challenge* and *5K Run*, successfully engaging hundreds of participants while raising over \$25,000.
- Achieved 35% reduction in fundraising expenditures, resulting in increased funding for medical research.
- Created engaging informational content for website and email channels, working closely with graphic designers, photographers, and videographer to craft compelling assets in alignment with brand guidelines.
- Served as primary liaison with team of 20 volunteers and hundreds of race participants, developing all event communications and instructional materials while reporting to Executive Director.

SISTER CITY ASSOCIATION

Chicago, IL

Executive Director

Feb. 2019 - Feb. 2020

- Oversaw organization with mission of expanding international partnership with city of Bologna, Italy, planning and executing multiple events, exhibitions, and cultural exchanges.
- Launched high-profile campaigns and events including reception at Portland Art Museum with 250+ attendees to host Mayor of Bologna as well as exclusive events for major supporters and board members.
- Managed marketing initiatives and donor communications to expand organizational reach and impact, leveraging MailChimp, Squarespace, Facebook/Meta, and Instagram.
- Directed financial operations, maintaining accuracy and transparency of organizational records and reporting.

GIRLS INC - Chicago Chapter

Chicago, IL

Fundraising Coordinator - Pro Bono

Jan. 2016 - Dec. 2020

- Managed key elements of outreach and fundraising initiatives on behalf of advocacy organization with \$1 million annual operating budget, with event revenue increasing by over 35% during tenure.
- Personally secured 20+ creators for pop-up retail event which attracted nearly 500 attendees, engaging designers specializing in one-of-a-kind jewelry clothing, eyewear, and accessories to take part in largest fundraiser of year.

SAMSUNG

Ridgefield Park, NJ

Marketing Manager

Jan. 2000 - Dec. 2002

- Directed critical aspects of marketing initiatives for leading technology company throughout launch of multiple innovative consumer product lines, partnering with retailers including Best Buy, Staples, and Office Depot.
- Coordinated communications strategy, promoting consistency of PR, consumer media, and in-store messaging.
- Interfaced with engineering teams throughout U.S. roll-out, securing implementation budget from executive team.
- Trained sales associates and partners on core products, earning multiple promotions from Launch Manager to Product Manager due to exceptional relationship management and marketing talents.

The 3R Three Criteria:

1

Is the experience RECENT?

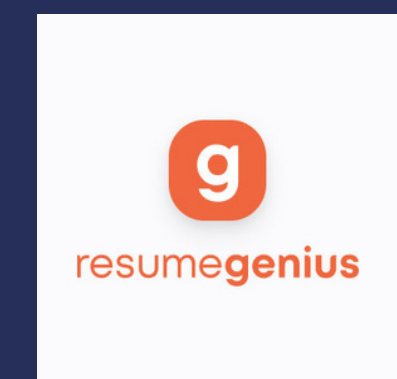
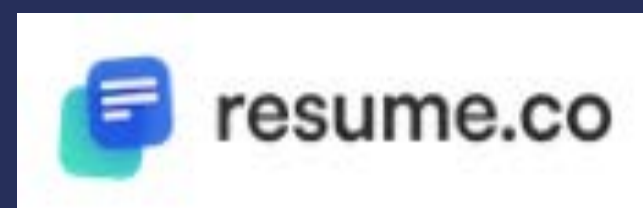
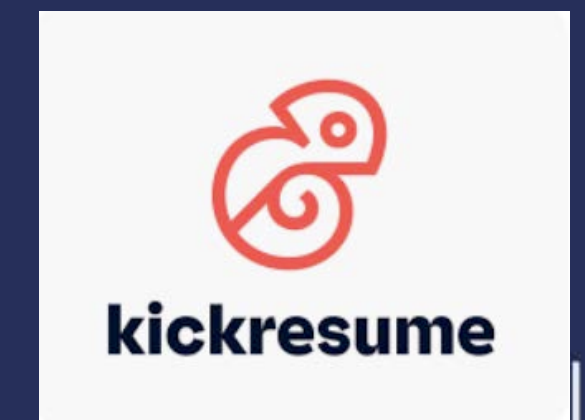
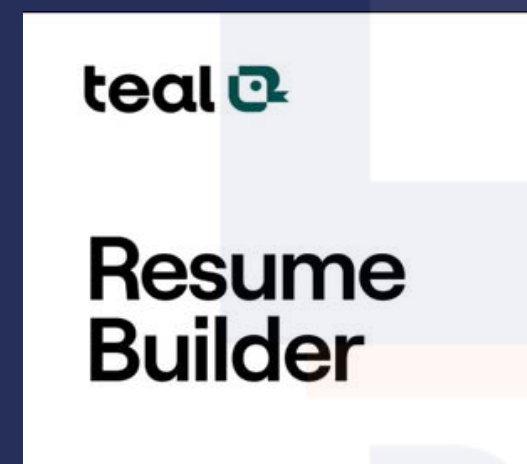
2

Is the experience RELEVANT?

3

Is the experience REALLY impressive?

Digital Resume Tools



AI-Enhanced Resume Builders



AI Resume Builder

Build Your Best Resume, EVER!

Make your resume stand out by quickly customizing it to each application and applying to more jobs.

**Resume Checker and Matching**

Real-time feedback and an instant match score.

**Enhance with AI**

Edit summaries, achievements, and cover letters.

**Resume Design Mode**

Take full design control over the look of your resume.

Sign Up! - It's 100% Free!



AI Resume
Builder



Resume
Checker



Customize
with AI



Design
Mode



Job
Matching

Tina Miller

Florida • 123-5456-7890 • tina.miller20@gmail.com •

7+ years of social marketing experience, driving custom B2B, and content marketing campaigns. Increased brand 40% customer acquisition by 25%, customer lifetime value 6 months. Led strategies, resulting in a 45% increase in

WORK EXPERIENCE**Senior Marketing Manager • New York, United****WeWork**

- Increased lead generation by 30% in 3 months through cross-channel campaigns targeting key customer segments.
- Increased company's online presence by 25%, driving a 40% increase in website traffic and generating \$2M in revenue through successful digital campaigns.
- Led the analysis of over 75 marketing campaigns, uncovering actionable insights that led to a 25% increase in customer acquisition and a 40% growth in customer lifetime value year-over-year.

Marketing Manager • Full-time**NVIDIA**

- Managed a comprehensive cross functional marketing campaign for a new product launch, overseeing a team of 10 professionals, coordinating promotional activities, and executing digital marketing strategies across multiple channels. The campaign resulted in a 30% increase in brand awareness, generating \$500,000 in sales revenue within Q1.
- Improved long and short form YouTube strategy resulting in 15% increase in channel views month over month through a better, SEO targeting, media strategy.

Marketing Manager • Hawaii**us Resort**

- Increased digital advertising revenue by 25% in 3 months through strategic management.
- Led a successful B2B/B2C digital advertising strategy in 6 months.
- Increased web traffic by 20% in 6 months through strategic

Resume Analysis and Matching

Resume Structure 11 Issues

Measurable Results 23 Issues

Keyword Usage 6 Issues

Senior Marketing Manager at WeWork

80%
Good Match Score

Enhance with AI

Add an achievement

Generate with AI

Led global campaigns, driving +30% customer acquisition & +50% engagement, to support demand generation & pipeline growth.

Cancel

Save

Design Mode

Font

Roboto

Line Height

1.2

Accent Color

Blue

Date Format

MM/DD/YYYY

Digital Resume Comparison: Teal

ARTHUR PICKWELL

303-555-4848

arthurpickwell123@gmail.com

A hard working, pre-apprenticeship graduate with a strong work ethic and collaboration skills, seeking employment in the trades

HIGHLIGHTS OF QUALIFICATIONS:

Marking layout, framing, plywood sheathing, tape measure, speed square, circular saw, reciprocating saw, drills, impact driver, hammer, sledge hammer/axe/maul, hatchet, hand plane, block plane, chisels, push saw, pull saw, coping saw, hacksaw, knife carving, digging shovel, mechanical experience, socket and box end wrenches, basic wiring, roofing, siding and a working knowledge of cad software.

SKILLS

Time Management

Attention to detail

Team Player

Positive Communicator

Strong Work Ethic

Fast Learner

JOB EXPERIENCE

Go Time Tradesworkers – Dec2021 - Present

General Laborer/Material Handler

- Moving supplies, site cleanup, and working under supervision of Journeyman
- Need more job bullets here
-

Community Youth Housing - Denver, CO, June 2021 – Dec. 10, 2021

BOLI Pre-Apprenticeship graduate in the Infrastructure Bridge Program

- Need bullets here to describe type of work experience

Garden Farms – Denver, CO, June 2021 - present

Crew Member

- Responsible for maintaining three organically- operated farms, including planting and caring for crops and landscape, harvesting, processing and packaging produce.

EDUCATION

LAKESIDE HIGH SCHOOL, Diploma, June 2020

- Engineering Class-built the strongest bridge using CAD computer software

HATHAWAY LEARNING CENTER, DENVER, CO 2017-2019

CERTIFICATES/ TRAINING/ SKILLS

BOLI Pre-Apprenticeship Certificate, PYB Infrastructure Tier One Program, 2021

Food Handler's Certificate, Jefferson County Dept. of Public Health, renewed 2021

Work Readiness Training, Youth Apprentice Program, June 2021

Digital Resume Comparison: Teal

PreviewDesignAnalysisJob MatchingCover LetterGuidance

Garden Farms

☒ Crew Member

☒ Denver, CO, USA

☒ 12/2021 - 01/2024

☒ • Responsible for maintaining three organically- operated farms, including planting and caring for crops and landscape, harvesting, processing and packaging produce.

Add Achievement0 / 60-180

Try Again24

Choose the most relevant achievement to edit:

☒ Served over X customers per shift with 100% accuracy, ensuring seamless dining experience and high customer satisfaction.

☐ Consistently maintained cleanliness and organization in the dining area, contributing to a X% increase in customer satisfaction scores.

☐ Collaborated with team members to achieve X% reduction in wait times, resulting in improved overall customer experience and increased repeat business.

Customize AI

Next

Arthur Pickwell

347 • arthurpickwell123@gmail.com

ker

ERIENCE

adesworkers • 12/2021 - Present

orer

upplies, site cleanup, working under supervision of Journeyman.

ty Youth Housing • Denver, CO • 06/2021 - 12/2021

prenticeship Graduate

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N

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icture Program

gement, Fast Learner, Positive Communication, Team Player, Strong Work Ethic,

?

42

Digital Resume Comparison: Teal

PreviewDesignAnalysis19Job Matching1Cover LetterGuidance

☐ Twitter / X

☐ City

☐ Website

☐ Address

☐ State

Target Titles

+ Add Target Title

☒ Tradesworker

Professional Summaries

Professional Summary0 / 300 - 350

With 1 year of general labor experience and BOLI Pre-Apprenticeship, skilled in site cleanup, crop care, and landscape maintenance. Demonstrated ability to work under supervision and graduate from the pre-apprenticeship program in 6 months.

Generate with AI1

Guidance

Suggestions

Professional Summary

The Professional Summary section of your resume is a place for you to write a narrative or summary of your relevant professional experience, skills, and accomplishments. Think of your Professional Summary as a teaser for the employee read the rest of your resume. Remember to use well known companies or products and numbers when possible.

• Get clear on audience.

• Outline what information you want to include.

• Years of experience.

• Notable industries or companies.

• Core skills & keywords.

• 1-2 notable accomplishments.

• Use first person and make sure your first sentence hooks the reader in.

?

42

Digital Resume Comparison: Teal

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SKILLS
Time Management Team Player Strong Work Ethic
Attention to detail Positive Communicator Fast Learner

JOB EXPERIENCE
Go Time Tradesworkers – Dec2021 - Present
General Laborer/Material Handler

- Moving supplies, site cleanup, and working under supervision of Journeyman
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Arthur Pickwell
Denver, CO • +1 303-555-4848 • arthurpickwell123@gmail.com

WORK EXPERIENCE
Go Tlme Tradesworkers • 12/2021 - Present
General Laborer/Material Handler

- Moving supplies, site cleanup, and working under supervision of Journeyman
- Safely handled and moved over X tons of materials daily, ensuring efficient production and minimizing downtime.

Community Youth Housing • Denver, CO, USA • 06/2021 - 01/2024
Crew Member

- BOLI Pre-Apprenticeship graduate in the Infrastructure Bridge Program

Garden Farms • Denver, CO, USA • 12/2021 - 01/2024
Crew Member

- Responsible for maintaining three organically- operated farms, including planting and caring for crops and landscape, harvesting, processing and packaging produce.
- Served over X customers per shift with 100% accuracy, ensuring seamless dining experience and high customer satisfaction.

EDUCATION
Diploma
Lakeside High School • Denver, CO, USA • 06/2020
Hathaway Learning Center • Denver, CO, USA • 06/2019

CERTIFICATIONS
Boli Pre Apprenticeship Certificate • 06/2021 - 06/2021
Food Handler's Certificate • 06/2021 - 06/2021
Work Readiness Training • 06/2021 - 06/2021

SKILLS
CAD Software, Coping, Working Under Supervision

The way the world makes resumes. The smartest **AI resume builder**.

Rezi is the only resume platform that uses leading AI to automate every aspect of creating a hireable resume—writing, editing, formatting, and optimizing.

Get Started—It's free

Design Control >

Easily design a fully ATS-Optimized resume in a few clicks. Choose colors, formatting, font sizing, pictures, and more.



AI KEYWORD TARGETING ^{v2}

Great work! You're ranking well for these keywords in the job description:

Startup Consultant ✓

SaaS Software ✓

Financial Structure ✓

Strategic Objectives ✓

Advisory Board ✓

Charles Bloomberg

📍 Seoul, South Korea ✉ charlesbloomberg@gmail.com 📞 (621) 799-5548 🌐 in/cbloomberg

PROFESSIONAL SUMMARY

Passion for building inspiring companies through industry-leading tech, design, and execution. An experienced early-stage global executive with an economics degree from the University of Wisconsin - Madison. Looking to join as a global **startup consultant**.

PROFESSIONAL EXPERIENCE

CEO & Founder | Rezi

August 2015—Present, Seoul, South Korea

• Launched Rezi, a renowned AI-powered resume **SaaS software**, garnering trust from over 1,133,800 users globally.

• Initiated Rezi at the age of 23, and within a year, successfully globalized into South Korea, raising over \$650,000 in capital fundraising efforts and gaining

Digital Resume Comparison: Rezi

HANNA BEACON

345 Harbor Ln., Boulder, CO 80305 • 303-579-8903 • hannabeacon123@gmail.com • linkedin.com/in/hannabeacon

EXPERIENCE

PHYSICIAN PROFESSIONAL NETWORK **Denver, Colorado**
Physician Professional Network is an entity of HCA healthcare a for-profit operator of healthcare facilities
Orthopedic and Neurosurgery Coordinator **March 2020 to Current**

- Provide support to the Orthopedic and Neurosurgeons that operate at Eastern Field Hospital. Report to the Chief Operating Officer.
- Developed a multidisciplinary post-operative spine program
 - Reduced length of stay for total joint replacement post-operative patients
 - Drove business streamlining physician interactions

HOLISTIC HEALTHCARE **Reno, Nevada**
Now Olympic Health, is a Best in KLAS employer sponsored healthcare service.
Physician Assistant **July 2018 to March 2020**

- Sole provider for Family Medicine and Urgent Care office treating Washoe County firefighters and their families.
- Functioned autonomously within supervising guidelines
 - Managed medical assistants and clinic operations
 - Provided comprehensive healthcare services for preventive medicine and urgent care

EVOLVED SPORTS MEDICINE **Reno, Nevada**
Privat multispecialty orthopedic practice serving Washoe County.
Physician Assistant **January 2016 to March 2018**

- Provided orthopedic care, including physical examination, orderings diagnostic tests, interpreting diagnostic tests and first assist in operating room
- Developed base of recurrent patients
 - Improved patient satisfaction

NEVADA STATE HEALTH DIVISION **Reno, Nevada**
Statewide government agency to protect, promote and improve physical and behavioral health of people in Nevada
Tobacco Control Program Manager **December 2011 to January 2013**

- Managed over \$13 million annual of federal grants for the state of Nevada
- Provided all deliverables to CDC and stakeholders for effective use of funding
 - Managed subgrantees funding necessary to meet approved objectives

EDUCATION

WESTERN GOVERNORS UNIVERSITY **Salt Lake City, UT**
Master of Business Administration **August 2022**
BRIGADE UNIVERSITY - ARIZONA **Phoenix, Arizona**
Master of Physician Assistant Studies **November 2015**
UNIVERSITY OF ARIZONA **Tucson, Arizona**
Master of Physician Assistant Studies **May 2011**
UNIVERSITY OF NEVADA **Reno, Nevada**
Bachelor of Arts, Integrative Physiology **May 2008**

ADDITIONAL INFORMATION

Computer Skills: Electronic Medical Records, Office Suite
Activities: Junior League of Reno, Committee Chair
Licenses and Affiliations: MD PA1985 Ex 6/2023, DO PA 0326 Ex. 12/2022, ACLS and BLS 6/2024, American Academy of Physician Assistants, Board member.
Interests: Tennis.



Your Experiences ▼

✖ Short Bullet Points 1

Each bullet point should be a full line length. Take a look at bullet 1

✖ Punctuated Bullet Points 2

Capitalize the first letter and end with a period for each bullet point. Take a look at bullet 2

⚠ Quantified Bullet Points 0

Add metrics to each bullet point when possible. Take a look at bullet 1, 2, 3

4 best practices applied ▶

Orthopedic & Neurosurgery
Coordinator

Physician Professional Network

EDIT

DELETE

HIDE

CREATE NEW EXPERIENCE

WHAT WAS YOUR **ROLE** AT PHYSICIAN PROFESSIONAL NETWORK?

Orthopedic & Neurosurgery Coordinator

FOR WHICH **COMPANY** DID YOU WORK?

Physician Professional Network

Is this correct? Confirm for better AI results: Physicians Business Network (PBN) · They provide network of professional business services that every practicing physician needs. ✓ ✕

HOW LONG WERE YOU WITH PHYSICIAN PROFESSIONAL NETWORK?

March 2020

– November 2024

WHERE WAS PHYSICIAN PROFESSIONAL NETWORK LOCATED?

New York, NY

✦ AI WRITER GENERATE

+ APPLY SUGGESTION

✦ 7

WHAT DID YOU DO AT PHYSICIAN PROFESSIONAL NETWORK?

- Developed multidisciplinary post-operative spine program.
- reduced length of stay for total joint replacement post-operative patients
- Drove business in streamlining physician interactions by implementing a communication platform that enhanced collaboration efficiency by 30% and improved patient care outcomes through synchronized treatment protocols.

SAVE TO EXPERIENCE LIST

MARK RESUME CONTACT EXPERIENCE PROJECT EDUCATION CERTIFICATIONS COURSEWORK INVOLVEMENT SKILLS SUMMARY FINISH UP & PREVIEW AI COVER LETTER

WRITE A PROFESSIONAL SUMMARY

Dedicated Orthopedic & Neurosurgery Coordinator with 10 years of experience in healthcare coordination. Developed a multidisciplinary post-operative spine program and reduced total joint replacement patient stay. Drove operational improvements, enhancing surgical scheduling efficiency, leading to a 15% increase in OR utilization and a 20% reduction in patient wait times.

SAVE SUMMARY INFO

AI Summary Writer

AI writer helps you to write your summary for a targeted job position. Strange result? Just regenerate!

POSITION HIGHLIGHT * from resume ☒

Orthopedic & Neurosurgery C

SKILLS HIGHLIGHT *

healthcare

AI WRITER READY

#2 Summary

#1 Summary



How would you like to create your resume?

From Scratch Recommended

This is the best way to get the most out of your resume - just follow the easy flow section by section

From Resume Sample

If it's the first time you're writing a resume, a sample is a good way to see best practices for inspiration

Import your resume

While we can't guarantee perfect results, we're constantly working to improve importing for a better user experience.

From LinkedIn

If you have a great LinkedIn profile, save time by importing your profile straight into a resume

[RETURN](#)

ATS Hack Mode ^{PRO}



Add invisible AI prompts, metadata, and keywords to your resume to increase performance. We do not recommend using this feature. Requires a [job description](#).



EXPLORE MY REZI SCORE

AUTO-ADJUST

ADJUSTMENTS

TEMPLATE

DOWNLOAD PDF



Last Saved: 3 minutes ago



Nice job with your resume!

Unlock full control, access to all templates, and more.

- ✓ Unlimited AI Writer Use
- ✓ Unlimited Resumes, Cover Letters, Resignation Letters
- ✓ Unlimited Keyword Targeting, Content Analysis
- ✓ 1 Free Monthly Resume Review (unavailable on Pro Lifetime)
- ✓ All other features

\$ (USD)

\$ (USD)

€ (EUR)

د.ا. (AED)

₪ (AFN)



Monthly

\$29.00/mo



Quarterly

SAVE 34%

\$19.00/mo



Lifetime

\$149.00/once

CONTINUE



MY RESUMES

HELP CENTER



My Documents

[+ Add new resume](#)

What job title will you be applying to?

We recommend having one resume for each job and industry.

Continue



RESUME
SCRIPTER

Digital Resume Comparison: Resume Scripter

Mark Williams New York, NY, USA mwilliams@live.com (917) 506-3847 in/mwilliams		
SUMMARY Dedicated Disability and Productivity Consultant with extensive experience in developing and managing return-to-work services, ADA services, and wellness programs. Successfully coordinated and implemented ergonomic training, enhancing policyholder productivity and compliance. Seeking to leverage expertise in vocational rehab to optimize return-to-work processes and improve workplace efficiency in a challenging new environment.		
EXPERIENCE		
Disability and Productivity Consultant National Insurance · Implement and manage return-to-work services, ADA services and wellness programs for policyholders; coordinate, develop and manage return-to-work services including educating policyholders and providing ergonomic training..		2006 - present, New York, NY
Vocational Rehabilitation Counselor Stoneybrook Rehabilitation Associates Inc. · Conduct vocational assessments and post-disability feasibility assessments; coordinate academic training for incarcerated veterans on Chapter 31 entitlement programs..		2003-2006, New York, NY
General Contractor Self-Employed as General Contractor · Specializing in universal design allowing for handicap accessibility (Licensed, bonded, insured in NYS).		1999-2005
Rehabilitation/Mental Health Counselor Rutgers's University (Residency)		2002-2004, Rutgers, NJ
Claims Analyst/Auditor Claims Resources Group · Short and long term contract work..		1987-98, New York, NY
Claims Analyst Medi-NY		1996-97, New York, NY
Claims Auditor Claim Net Inc · Short-term contract..		1992, New York, NY
Claims Analyst State Farm Insurance		1990-92, New York, NY
Claims Auditor/Analyst United Administrators · Temporary contract..		1989, New York, NY
Claims Auditor/Analyst Commercial & Industrial Inc. · Temporary contract..		1988-89, New York, NY
Claims Trainer/Analyst Progressive Life Insurance		1984-86, New York, NY



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Resume Content



RECOMMENDED SECTIONS

Contact Information

Select Template

Work Experience

Education

Computer Skills

Skills & Expertise

Update

Start

Update

Update

Update

Update

Looking for volunteer experience, technical skills, certifications, languages, and awards?

[View additional sections here](#)

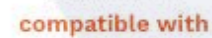
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Portland, Oregon

Preview and choose your resume's look and feel from the options below.

[illegible]

compatible with





MY RESUMES

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Resume Content



RECOMMENDED SECTIONS

Contact Information

Update

Select Template

Start

Work Experience

Update

Education

Update

Computer Skills

Update

Skills & Expertise

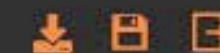
Update

Looking for volunteer experience, technical skills, certifications, languages, and awards?

[View additional sections here](#)

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Portland, Oregon

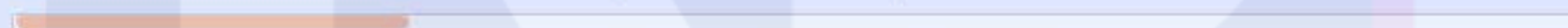
[← Back to Hospitals Resume Content](#)

Question 2 of 4

What specific medical protocols did you implement?

Enter your best guess below. Feel free to estimate and round up!

Answer this question to unlock a personalized bullet.



1 out of 4 personalized bullets unlocked.

[Back](#)[Next](#)[<< Menu](#)

[← Back to Disability Services Consultant/Insurance Resume Content](#)

Select Your Bullets

Review your personalized bullets below. You can then add more or swap them out using the searchable bullet bank on the right.

DISABILITY PRODUCTIVITY CONSULTANT

NATIONAL INSURANCE

Jan. 2016 - Present

Personalization



Provided disability claim consulting services to over 500 clients annually, offering expert guidance to maximize benefits and support.



Specialized in consulting on service-connected disabilities for veterans, workplace accommodations, and claims for injured and disabled workers.



Managed disability claims with an average monetary value of \$150,000, ensuring clients received maximum entitled benefits.



Collaborated with cross-functional teams to develop and implement disability management strategies that support employee well-being and productivity.



Generic

Fillable

Freeform

Recommended

Searched

Conducted ergonomic assessments, risk analysis, and job demands analysis to identify workplace accommodations and ensure compliance with disability regulations.



Add Bullet

Save

[← Back to Disability Services Consultant/Insurance Resume Content](#)

Career Summary

Select the summary that resonates most with you.

- ☐ Disability Services Consultant with 15+ years of experience overseeing workplace accommodations programs for insurance company serving 40,000+ members, partnering with 500+ policyholders. Adept at optimizing \$12M spend on disability accommodations, saving \$84.2M in costs. Career history of developing virtual ergonomic assessments and leading presentations on workplace resilience. Earned NIOSH ergonomics certification.
- ☐ Disability Services Consultant with 15+ years of experience expanding impact of programs for insurance division generating \$5B annually. Well-developed ability to manage 75+ consultants specializing in occupational therapy, behavioral health, and rehabilitation. Track record of implementing programs achieving 87% participation and significant cost savings. Holds Master's in Rehabilitation Counseling & Education.
- ☐ Disability Services Consultant with 15+ years of experience contributing to launch of Workplace Possibilities Program helping employees return to work post-disability. Highly skilled at delivering onsite programs expanding access to assistive technology training and vocational rehabilitation. Career history of evaluating labor market data and leveraging NIOSH research to inform accommodative solutions. Bachelor's in Social Sciences.

[Save](#)

Digital Resume Comparison: Resume Scripter

Mark Williams

New York, NY, USA

mwilliams@live.com

(917) 506-3847

in/mwilliams

SUMMARY

Dedicated Disability and Productivity Consultant with extensive experience in developing and managing return-to-work services, ADA services, and wellness programs. Successfully coordinated and implemented ergonomic training, enhancing policyholder productivity and compliance. Seeking to leverage expertise in vocational rehab to optimize return-to-work processes and improve workplace efficiency in a challenging new environment.

EXPERIENCE

Disability and Productivity Consultant
National Insurance

2006 - present, New York, NY

· Implement and manage return-to-work services, ADA services and wellness programs for policyholders; coordinate, develop and manage return-to-work services including educating policyholders and providing ergonomic training..

Vocational Rehabilitation Counselor
Stoneybrook Rehabilitation Associates Inc.

2003-2006, New York, NY

· Conduct vocational assessments and post-disability feasibility assessments; coordinate academic training for incarcerated veterans on Chapter 31 entitlement programs..

General Contractor
Self-Employed as General Contractor

1999-2005

· Specializing in universal design allowing for handicap accessibility (Licensed, bonded, insured in NYS).

Rehabilitation/Mental Health Counselor
Rutgers's University (Residency)

2002-2004, Rutgers, NJ

Claims Analyst/Auditor
Claims Resources Group

1987-98, New York, NJ

· Short and long term contract work..

Claims Analyst
Medi-NY

1996-97, New York, NY

Claims Auditor
Claim Net Inc

1992, New York, NY

· Short-term contract..

Claims Analyst
State Farm Insurance

1990-92, New York, NY

Claims Auditor/Analyst
United Administrators

1989, New York, NY

· Temporary contract..

Claims Auditor/Analyst
Commercial & Industrial Inc.

1988-89, New York, NY

· Temporary contract..

Claims Trainer/Analyst
Progressive Life Insurance

1984-86, New York, NY

MARK WILLIAMS

mwilliams@gmail.com

New York, NY 10013

917-506-9384

CAREER SUMMARY

Disability Services Consultant with 15+ years of experience overseeing workplace accommodations programs for insurance company serving 40,000+ members, partnering with 500+ policyholders. Adept at optimizing \$12M spend on disability accommodations, saving \$84.2M in costs. Career history of developing virtual ergonomic assessments and leading presentations on workplace resilience. Earned NIOSH ergonomics certification.

AREAS OF EXPERTISE

Disability Insurance | Return-to-Work Programs | ADA Accommodations | Ergonomic Assessments | Labor Market Analysis
Disability Benefits | Reimbursement Protocols | Medical Claim Audits | [Health](#) & Safety Laws | Vocational Assessments

PROFESSIONAL EXPERIENCE

NATIONAL INSURANCE

Disability Productivity Consultant – Workplace Possibilities Program

New York, NY

Jan. 2016 -

- Oversaw critical aspects of workplace accommodations programs for division of insurance company generating nearly \$5 billion in annual revenue.
- Worked to expand impact, reach, and engagement of programs on behalf of division serving over 40,000 members each year, partnering with 500+ workplace policyholders.
- Implemented program to optimize \$12 million employer spend on disability accommodations each year, achieving 87% participation rate and saving policyholders \$84.2 million in direct costs.
- Educated employers regarding proprietary Reasonable Accommodation Expense Benefit, representing most generous benefit industry-wide to provide comprehensive employee support.
- Developed virtual ergonomic assessment which was utilized by all program coordinators to process referral requests, analyzing medical limitations to inform employer recommendations.
- Led multiple presentations through Disability Management Employer Coalition, covering topics spanning workplace absenteeism, hybrid workforce resilience, mindfulness, and self-care.
- Earned NIOSH ergonomics certification, gaining strong foundational knowledge of safe work practices, environmental considerations, ergonomic injuries, and medical concerns.
- Managed 75+ field consultants nationwide, with specializations spanning nursing, occupational therapy, behavioral health, physical therapy, and rehabilitation.

Lead Program Coordinator

Jan. 2010 - Present

- Contributed to development and launch of new Workplace Possibilities Program to help employees stay at and return to work after disability.
- Delivered custom implementations of onsite programs, working to expand access to assistive technology training, specialized education, and vocational rehabilitation supports.
- Evaluated complex data spanning labor market surveys, occupational reviews, transferable skills assessment results, and industry research, summarizing data for claims team.
- Leveraged National Institute for Occupational Safety & Health research and recommendations to inform accommodative solutions and continuous improvements.

Vocational Case Manager

Jan. 2006 - Present

- Provided ongoing support to caseload of clients, addressing barriers and constraints preventing individuals from maintaining stable employment and independence.
- Analyzed detailed medical and vocational documentation to determine eligibility for disability benefits and vocational rehabilitation services.
- Conducted extensive analysis of labor market and opportunities to identify transferable skills, matching impacted workers with alternative employment opportunities.

EDUCATION & TRAINING

RUTGERS UNIVERSITY

Master's Degree - Rehabilitation Counseling & Education

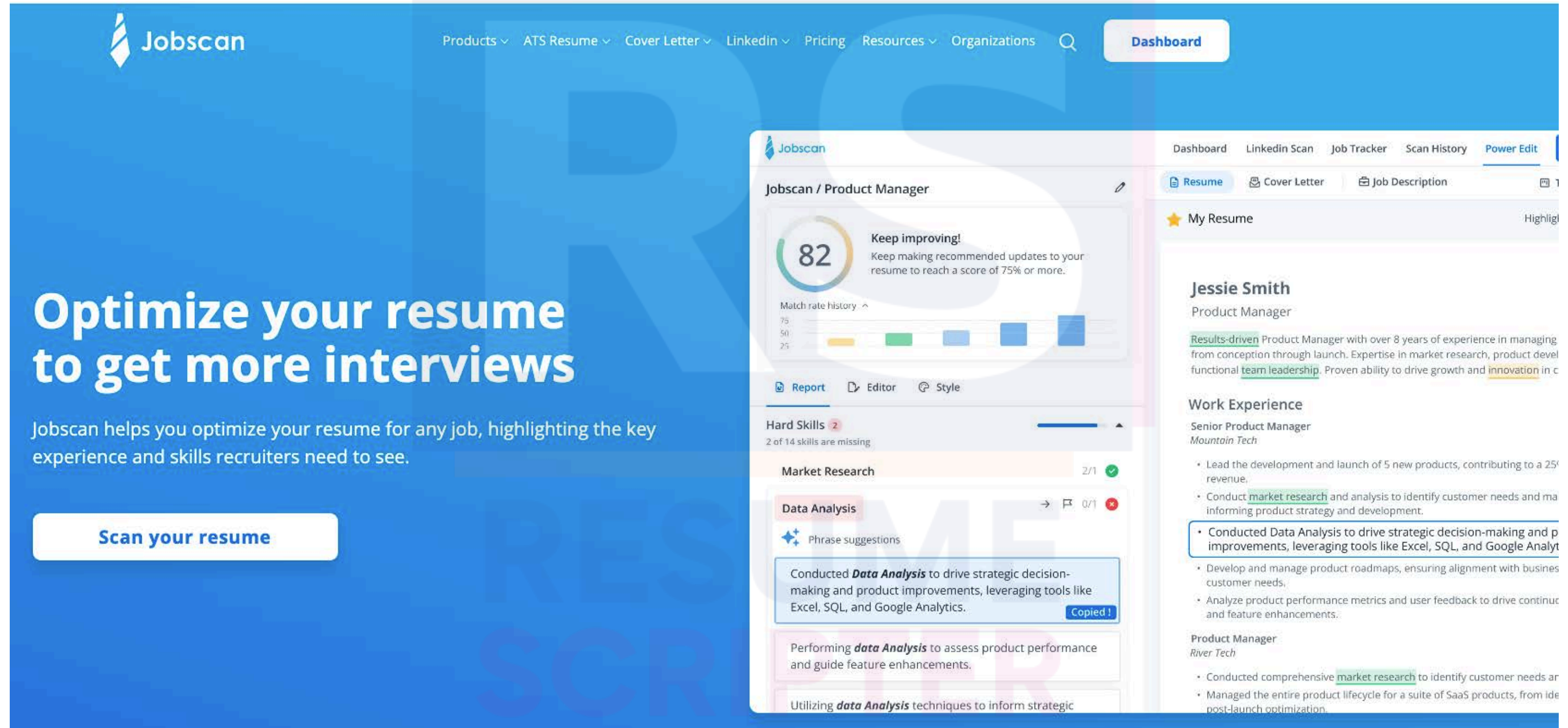
RUTGERS UNIVERSITY

Bachelor's Degree - Social Sciences

Digital Resumes Comparison: Teal

ARTHUR PICKWELL 303-555-4848 arthurpickwell123@gmail.com A hard working, pre-apprenticeship graduate with a strong work ethic and collaboration skills, seeking employment in the trades HIGHLIGHTS OF QUALIFICATIONS: Marking layout, framing, plywood sheathing, tape measure, speed square, circular saw, drills, impact driver, hammer, sledge hammer/axe/maul, hatchet, hand plane, block push saw, pull saw, coping saw, hacksaw, knife carving, digging shovel, mechanical end and box end wrenches, basic wiring, roofing, siding and a working knowledge of cad software SKILLS Time ManagementTeam PlayerStrong Work Attention to detailPositive CommunicatorFast Learner JOB EXPERIENCE Go Time Tradesworkers – Dec2021 - Present General Laborer/Material Handler - Moving supplies, site cleanup, and working under supervision of Journeyman - Need more job bullets here Community Youth Housing - Denver, CO, June 2021 – Dec. 10, 2021 BOLI Pre-Apprenticeship graduate in the Infrastructure Bridge Program - Need bullets here to describe type of work experience Garden Farms – Denver, CO, June 2021 - present Crew Member - Responsible for maintaining three organically- operated farms, including caring for crops and landscape, harvesting, processing and packaging produce EDUCATION LAKESIDE HIGH SCHOOL, Diploma, June 2020 - Engineering Class-built the strongest bridge using CAD computer software HATHAWAY LEARNING CENTER, DENVER, CO 2017-2019 CERTIFICATES/ TRAINING/ SKILLS BOLI Pre-Apprenticeship Certificate, PYB Infrastructure Tier One Program Food Handler's Certificate, Jefferson County Dept. of Public Health, renewed Work Readiness Training, Youth Apprentice Program, June 2021	Arthur Pickwell Denver, CO • 303-555-4848 • arthurpickwell123@gmail.com A hard working, pre-apprenticeship graduate with a strong work ethic and collaboration skills, seeking employment in the trades WORK EXPERIENCE Go Time Tradesworkers • Denver, CO Dec 2021 General Laborer/Material Handler - Moving supplies, site cleanup, and working under supervision of Journeyman Garden Farms • Denver, CO Jun 2021 Crew Member - Responsible for maintaining three organically- operated farms, including planting and caring for crops and landscape, harvesting, processing and packaging produce. Community Youth Housing • Denver, CO Jun 2021 BOLI Pre-Apprenticeship Graduate - Infrastructure Bridge Program EDUCATION Diploma Lakeside High School • Denver, CO Hathaway Learning Center • Denver, CO SKILLS basic wiring, block plane, chisels, circular saw, coping saw, digging shovel, drills, framing, hacksaw, hammer, hand plane, hatchet, impact driver, knife carving, Marking layout, mechanical experience, plywood sheathing, pull saw, push saw, reciprocating saw, roofing, siding and a working knowledge of cad software, sledge hammer/axe/maul, socket and box end wrenches, speed square, tape measure CERTIFICATIONS BOLI Pre-Apprenticeship Certificate PYB Infrastructure Tier One Program Food Handler's Certificate Jefferson County Dept. of Public Health Work Readiness Training Youth Apprentice Program	ARTHUR PICKWELL arthurpickwell@gmail.com Denver, CO 87424 (303) 555-3847 CAREER SUMMARY Aspiring Electrician with prior experience contributing to construction and renovation of residential and commercial properties, working with journeymen-level tradespeople to ensure safety and integrity of work sites and premises. Solid foundational knowledge of electrical wiring, circuitry and conduit benders, completing intensive training with IBEW Local 48. Adept at collaborating with specialized tradespeople and site supervisors throughout all phase of projects, promoting compliance with industry regulations and safety requirements. AREAS OF EXPERTISE - Carpentry (Rough, Trim, Finish) - Power Tools (Drills, Jigsaws) - Electrical Wiring & Circuitry - Residential Renovations - Restoration Processes - Framing & Insulation - Construction Plans - Project Scheduling - OSHA Guidelines PROFESSIONAL EXPERIENCE GO TIME TRADESWORKERS General Laborer & Materials Handler Denver, CO Dec. 2023 - Present - Contributed to the integrity of residential and commercial projects on behalf of established construction company specializing in commercial build-outs, property developments and renovations. - Worked to repair and install and repair fixtures and windows, working with foremen to review project plans while ensuring adherence to building codes and industry standards. - Followed clear directives from supervisors throughout all phases of 10+ projects, promoting safety of worksites at all times. - Utilized drills, jigsaws, table saws, sanders, levels and speed squares, consistently complying with OSHA regulations. COMMUNITY YOUTH BUILDERS Pre-Apprenticeship Graduate - Carpentry & Electrical Work Denver, CO Aug. 2022 - Oct. 2023/ - Worked directly with journeyman-level carpenters through specialized pre-apprenticeship program, working on projects spanning residential developments, repairs and renovations. - Contributed to the success of several projects including new residence construction in partnership with Habitat for Humanity, working on siding while ensuring integrity of structures. - Participated in preparation of asbestos abatement, promoting compliance with safety regulations at all times. - Completed intensive training program with Local 48, gaining foundational understanding of electrical work and circuits - Operated hand saws, conduit benders, wiring circuits, hydro-pneumatic nail guns, drills and sanders, maintaining accuracy while safely handling equipment and materials. SUPA FRESH Crew Member Denver, CO June 2021 - Sep. 2021 - Oversaw key aspects of operations for specialized CSA, farmer's market and agricultural training program generating over \$500,000 in annual revenue, promoting availability of healthy, seasonal produce. - Participated in crop maintenance, soil preparation and harvesting, promoting adherence to farming best practices. - Trained and supervised staff throughout planting and harvesting, providing information regarding program processes. EDUCATION & TRAINING BOLI PRE-APPRENTICESHIP PROGRAM Tier 1 Certificate - State-Certified pre-apprenticeship led by journeyman carpenters. Denver, CO Dec. 2021 Completed 500-hour program on topics spanning electrical circuitry and site safety. COMMUNITY YOUTH BUILDERS OSHA 10 Certification Denver, CO Dec. 2021 LAKESIDE HIGH SCHOOL High School Diploma - Mathematics & Engineering Denver, CO June 2020 Completed courses in Computer-Aided Design: Earned recognition for building strongest bridge using CAD software.
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Jobscan



The image shows the Jobscan website with a blue header and a large blue background. A white box on the left contains the text 'Optimize your resume to get more interviews' and a 'Scan your resume' button. A semi-transparent overlay of the Jobscan dashboard is shown on the right. The dashboard includes a navigation bar with links like 'Products', 'ATS Resume', 'Cover Letter', 'LinkedIn', 'Pricing', 'Resources', and 'Organizations'. The main content area shows a resume scan for 'Product Manager' with a score of 82. It includes a 'Match rate history' bar chart, a 'Hard Skills' section with 2 missing skills, and a 'Data Analysis' section with phrase suggestions. The right sidebar shows the user's profile 'Jessie Smith' and their work experience.

Optimize your resume to get more interviews

Jobscan helps you optimize your resume for any job, highlighting the key experience and skills recruiters need to see.

[Scan your resume](#)

Jobscan / Product Manager

82 Keep improving!
Keep making recommended updates to your resume to reach a score of 75% or more.

Match rate history

Report Editor Style

Hard Skills 2
2 of 14 skills are missing

Market Research 2/1 ✓

Data Analysis 0/1 ✗

Phrase suggestions

Conducted **Data Analysis** to drive strategic decision-making and product improvements, leveraging tools like Excel, SQL, and Google Analytics. [Copied!](#)

Performing **data Analysis** to assess product performance and guide feature enhancements.

Utilizing **data Analysis** techniques to inform strategic

Dashboard LinkedIn Scan Job Tracker Scan History Power Edit

[Resume](#) [Cover Letter](#) [Job Description](#)

My Resume Highlight

Jessie Smith
Product Manager

Results-driven Product Manager with over 8 years of experience in managing from conception through launch. Expertise in market research, product development, functional **team leadership**. Proven ability to drive growth and **innovation** in c

Work Experience

Senior Product Manager
Mountain Tech

- Lead the development and launch of 5 new products, contributing to a 25% revenue.
- Conduct **market research** and analysis to identify customer needs and inform product strategy and development.
- Conducted **Data Analysis** to drive strategic decision-making and improvements, leveraging tools like Excel, SQL, and Google Analytics.
- Develop and manage product roadmaps, ensuring alignment with business customer needs.
- Analyze product performance metrics and user feedback to drive continuous feature enhancements.

Product Manager
River Tech

- Conducted comprehensive **market research** to identify customer needs and
- Managed the entire product lifecycle for a suite of SaaS products, from ideation to post-launch optimization.

Jobs

Job Tracker

Scan History

New Scan

Dashboard

LinkedIn

Company / Job Title

Update job information

24

Low match rate

An initial low match rate is normal. For a quick boost, begin by adding missing hard skills.

New Scan

Report

Editor

Style

Searchability

5

5 areas to improve

Hard Skills

3

3 of 3 skills are missing

mental health programs

customer service

legal services

Soft Skills

2

2 of 2 skills are missing

Recruiter Tips

3

3 areas to improve

Job Level Match

Job Level Match

You have more years of experience than the role requires. Keep in mind that our assessment considers total experience, not just relevant years. If you're changing fields or have specific reasons for pursuing this role, consider adding a brief explanation in your application to provide context.

Resume

Cover Letter

Job Description

resume.txt_copy

Sigma Iota board

Master of Science Rehabilitation Counseling

Bachelor of Science Social Sciences

San Jose State University

Bachelor of Arts Studies Liberal Arts

Red Rocks CC

Digital Electronics

Central Missouri State University

Bachelor of Science Agricultural Engineering

Colorado State University

Bachelor of Science Forestry and Range Management

Certificate Rehabilitation

Certificates

Certified Rehabilitation Counselor (CRC)

Certified Ergonomics Evaluation Specialist

Help

Track

Download

Highlight skills

Autosaved

Feedback

Contact info	✓	You provided your phone number.
	✓	You provided your email.
	✓	You provided your physical address.
Education match	✓	This job requires or prefers a Bachelor's degree. A Bachelor's degree was found in your resume. Update required education level
Section headings	✓	We found the work experience section in your resume.
	✓	We found the education section in your resume.
Date formatting	✗	ATS and recruiters prefer specific date formatting for your work experience. Please use the following formats: "MM/YY or MM/YYYY or Month YYYY" (e.g. 03/19, 03/2019, Mar 2019 or March 2019). We suggest updating these dates: View Dates
File type	✓	You are using a .pdf resume. Most ATS can process .pdf files but more accurately process .docx files. Consider using a .docx file instead.
	✗	Remove spaces or the following characters from your file name "-". These characters can cause errors in some ATS.
	✓	Your file name is concise and readable.

Soft skills

MEDIUM SCORE IMPACT

Soft skills are your traits and abilities that are not unique to any job. Your soft skills are part of your personality, and can be learned also. These skills are the traits that typically make you a good employee for any company such as time management and communication. Soft skills have a medium impact on your match score.

Tip: Prioritize hard skills in your resume to get interviews, and then showcase your soft skills in the interview to get jobs.

Skills Comparison		Highlighted Skills
Skill	Resume	Job Description
committed	×	1
self-confidence	×	1
highly motivated	1	1
strong work ethic	×	1
	×	1
	×	1

Upload & rescan

 Power Edit

Searchability

3 issues to fix

Skills

8 issues to fix

Recruiter tips

1 issue to fix

Formatting

Cover letter

 Guide me

Highlights

Web presence

Formatting

Font check

Page setup

Layout

Upgrade your account to see more findings.

Upgrade your account

RESUME
SCRIPTER

Search all job sites with one click + AI

indeed

LinkedIn

'GLASSDOOR'

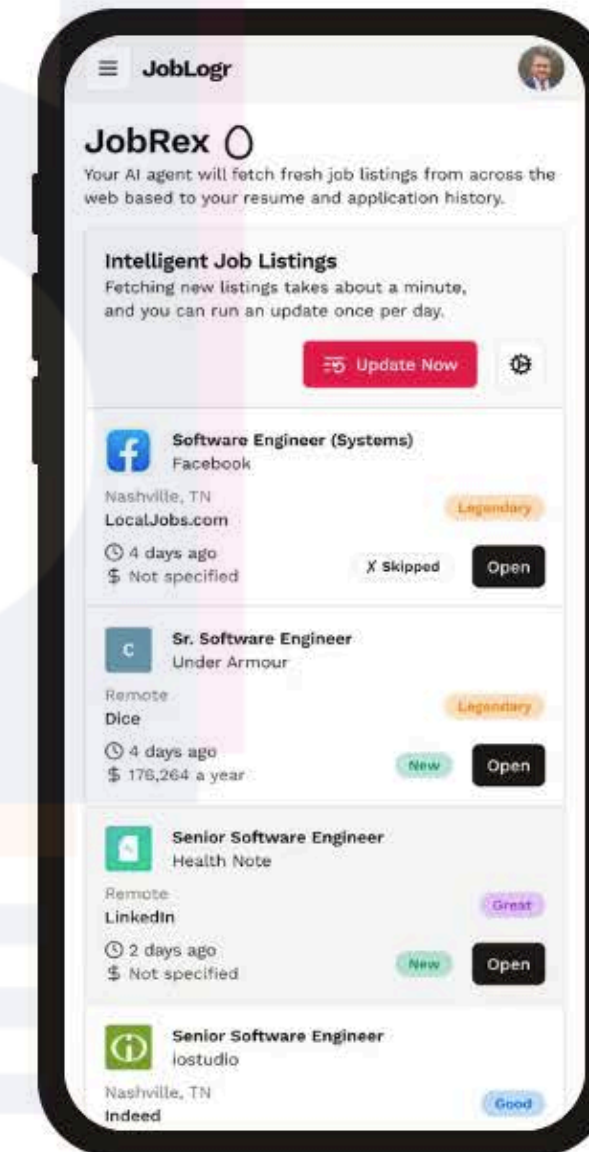
MONSTER

ZipRecruiter

Dice

Not your typical job board!

Our patented AI technology actively searches across the web to find jobs just for you based on your resume and application history.



Mark Williams

New York, NY, USA mwilliams@live.com (917) 506-3847 in/mwilliams

SUMMARY

Dedicated Disability and Productivity Consultant with extensive experience in developing and managing return-to-work services, ADA services, and wellness programs. Successfully coordinated and implemented ergonomic training, enhancing policyholder productivity and compliance. Seeking to leverage expertise in vocational rehab to optimize return-to-work processes and improve workplace efficiency in a challenging new environment.

EXPERIENCE

Disability and Productivity Consultant National Insurance	2006 - present, New York, NY
· Implement and manage return-to-work services, ADA services and wellness programs for policyholders; coordinate, develop and manage return-to-work services including educating policyholders and providing ergonomic training..	
Vocational Rehabilitation Counselor Stoneybrook Rehabilitation Associates Inc.	2003-2006, New York, NY
· Conduct vocational assessments and post-disability feasibility assessments; coordinate academic training for incarcerated veterans on Chapter 31 entitlement programs..	
General Contractor Self-Employed as General Contractor	1999-2005
· Specializing in universal design allowing for handicap accessibility (Licensed, bonded, insured in NYS).	
Rehabilitation/Mental Health Counselor Rutgers's University (Residency)	2002-2004, Rutgers, NJ
Claims Analyst/Auditor Claims Resources Group	1987-98, New York, NJ
· Short and long term contract work..	
Claims Analyst Medi-NY	1996-97, New York, NY
Claims Auditor Claim Net Inc	1992, New York, NY
· Short-term contract..	
Claims Analyst State Farm Insurance	1990-92, New York, NY
Claims Auditor/Analyst United Administrators	1989, New York, NY
· Temporary contract..	
Claims Auditor/Analyst Commercial & Industrial Inc.	1988-89, New York, NY
· Temporary contract..	
Claims Trainer/Analyst Progressive Life Insurance	1984-86, New York, NY

MARK WILLIAMS

mwilliams@gmail.com
New York, NY 10013
917-506-9384

CAREER SUMMARY

Disability Services Consultant with 15+ years of experience overseeing workplace accommodations programs for insurance company serving 40,000+ members, partnering with 500+ policyholders. Adept at optimizing \$12M spend on disability accommodations, saving \$84.2M in costs. Career history of developing virtual ergonomic assessments and leading presentations on workplace resilience. Earned NIOSH ergonomics certification.

AREAS OF EXPERTISE

Disability Insurance | Return-to-Work Programs | ADA Accommodations | Ergonomic Assessments | Labor Market Analysis
Disability Benefits | Reimbursement Protocols | Medical Claim Audits | [Health](#) & Safety Laws | Vocational Assessments

PROFESSIONAL EXPERIENCE

NATIONAL INSURANCE	New York, NY
Disability Productivity Consultant – Workplace Possibilities Program	Jan. 2016 - Present
· Oversaw critical aspects of workplace accommodations programs for division of insurance company generating nearly \$5 billion in annual revenue.	
· Worked to expand impact, reach, and engagement of programs on behalf of division serving over 40,000 members each year, partnering with 500+ workplace policyholders.	
· Implemented program to optimize \$12 million employer spend on disability accommodations each year, achieving 87% participation rate and saving policyholders \$84.2 million in direct costs.	
· Educated employers regarding proprietary Reasonable Accommodation Expense Benefit, representing most generous benefit industry-wide to provide comprehensive employee support.	
· Developed virtual ergonomic assessment which was utilized by all program coordinators to process referral requests, analyzing medical limitations to inform employer recommendations.	
· Led multiple presentations through Disability Management Employer Coalition, covering topics spanning workplace absenteeism, hybrid workforce resilience, mindfulness, and self-care.	
· Earned NIOSH ergonomics certification, gaining strong foundational knowledge of safe work practices, environmental considerations, ergonomic injuries, and medical concerns.	
· Managed 75+ field consultants nationwide, with specializations spanning nursing, occupational therapy, behavioral health, physical therapy, and rehabilitation.	
Lead Program Coordinator	Jan. 2010 - Present
· Contributed to development and launch of new Workplace Possibilities Program to help employees stay at and return to work after disability.	
· Delivered custom implementations of onsite programs, working to expand access to assistive technology training, specialized education, and vocational rehabilitation supports.	
· Evaluated complex data spanning labor market surveys, occupational reviews, transferable skills assessment results, and industry research, summarizing data for claims team.	
· Leveraged National Institute for Occupational Safety & Health research and recommendations to inform accommodative solutions and continuous improvements.	
Vocational Case Manager	Jan. 2006 - Present
· Provided ongoing support to caseload of clients, addressing barriers and constraints preventing individuals from maintaining stable employment and independence.	
· Analyzed detailed medical and vocational documentation to determine eligibility for disability benefits and vocational rehabilitation services.	
· Conducted extensive analysis of labor market and opportunities to identify transferable skills, matching impacted workers with alternative employment opportunities.	

EDUCATION & TRAINING

RUTGERS UNIVERSITY
Master's Degree - Rehabilitation Counseling & Education
RUTGERS UNIVERSITY
Bachelor's Degree - Social Sciences

Skills and Qualifications Analysis

Analysis of the skills and qualifications of your resume.

🔗 Analysis

The skills section is missing, which is a significant gap. Including a targeted skills section would enhance the resume's effectiveness.

Your Skills

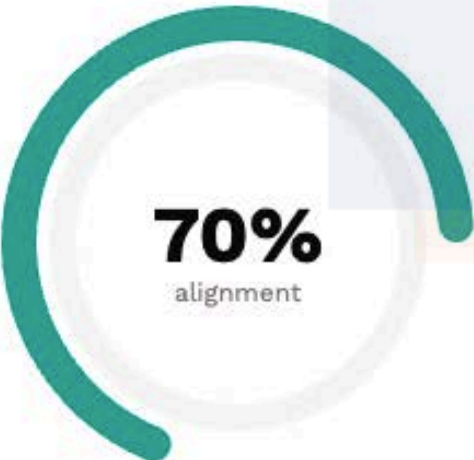
Here is an ordered list of the skills from your resume, along with some suggestions for improvement.

Suggested Order of Skills

Here is a suggested order of skills based on your resume content and the types of jobs you are targeting.

Hard Skills Score

How well your hard skills match the target job(s)



🔗 Analysis

The skills section is missing, which is a significant gap. Including a targeted skills section would enhance the resume's effectiveness.

Missing Hard Skills

Here are some missing skills that are common in the target industry and you may consider adding or improving.

If you already have these skills, make sure they are included on your resume!

Project Management

Communication Skills

Data Analysis

Client Relations

Risk Management

🔗 Analysis

Consider pursuing certifications in project management or advanced data analysis to enhance qualifications.

Weak Soft Skills

Weaving soft skills into your resume is effective when they are directly related to the job and not just generic.

No Weak Soft Skills

🔗 Analysis

Soft skills are not explicitly mentioned but could be woven into the experience section to demonstrate interpersonal abilities.

📌 Suggestions

Integrate soft skills such as teamwork, communication, and problem-solving into the experience descriptions.

✍️ Example

Collaborated with cross-functional teams to implement effective return-to-work strategies.

Skills and Qualifications Analysis

Analysis of the skills and qualifications of your resume.

🔗 Analysis

The skills section effectively highlights relevant technical skills for the targeted roles, but could benefit from a more organized presentation.

Your Skills

Here is an ordered list of the skills from your resume, along with some suggestions for improvement.

- 1 Disability Insurance
- 2 Return-to-Work Programs
- 3 Ergonomic Assessments
- 4 Labor Market Analysis
- 5 Program Implementation
- 6 Health & Safety Laws

Suggested Order of Skills

Here is a suggested order of skills based on your resume content and the types of jobs you are targeting.

- 1 Return-to-Work Programs
- 2 Disability Insurance
- 3 Program Implementation
- 4 Ergonomic Assessments
- 5 Labor Market Analysis
- 6 Health & Safety Laws

Hard Skills Score

How well your hard skills match the target job(s)



🔗 Analysis

Missing Hard Skills

Here are some missing skills that are common in the target industry and you may consider adding or improving.

If you already have these skills, make sure they are included on your resume!

- Data Analysis
- Project Management
- Stakeholder Engagement

🔗 Analysis

Consider pursuing certifications in project management or data analysis to enhance qualifications for targeted roles.

Weak Soft Skills

Weaving soft skills into your resume is effective when they are directly related to the job and not just generic.

No Weak Soft Skills

🔗 Analysis

Soft skills are subtly integrated into the experience section, showcasing the candidate's ability to educate and manage teams effectively.

📌 Suggestions

Continue to weave soft skills into the experience section, ensuring they are relevant to the targeted job roles.

Applicant Tracking System Compatibility

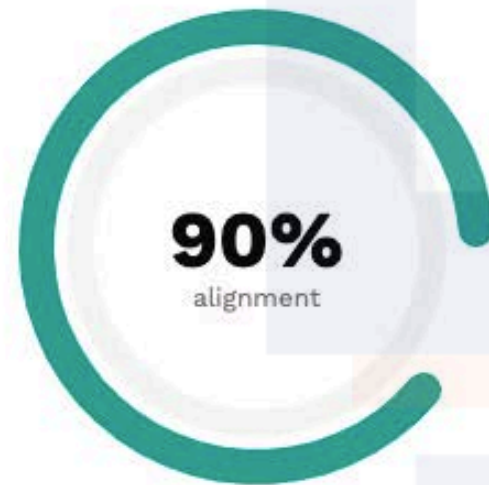
Analysis of how well your resume is understood by Applicant Tracking Systems (ATS).

About ATS

Most companies, recruiters and job sites use an automated system to filter resumes called ATS, or Applicant Tracking System. ATS scans your resume for keywords and phrases that match the job description to quickly determine if you are a good fit for the job.

ATS Compatibility

How well your resume is understood by Applicant Tracking Systems (ATS).



Analysis

The resume is well-structured and uses standard headings, making it highly compatible with ATS systems.

ATS Experience Dates

If ATS can't understand your dates, it can't understand your experience.

Analysis

All positions include clear start and end dates, which is essential for ATS readability.

✓ All Start/End Dates

Education

Make sure your education is easy to understand, if you have it.

Analysis

The education section clearly lists degrees and graduation dates, which is favorable for ATS.

✓ Graduation Date

Human Readability

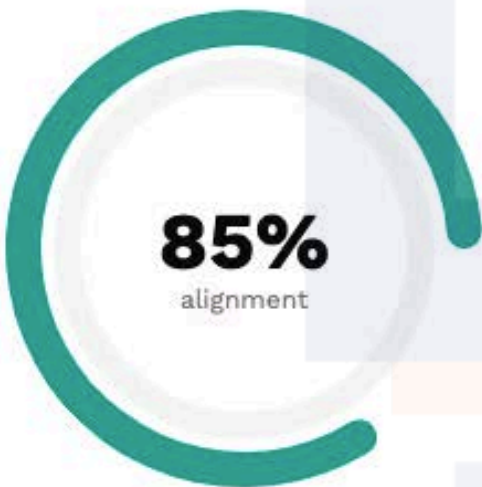
How well your resume is understood by humans.

About This Result

Once your resume is parsed by an ATS, it will be read by a human. This section focuses on how well your resume will be understood by a human reader who is recruiting for the jobs you're targeting.

Human Readability

How well your resume is understood by humans.

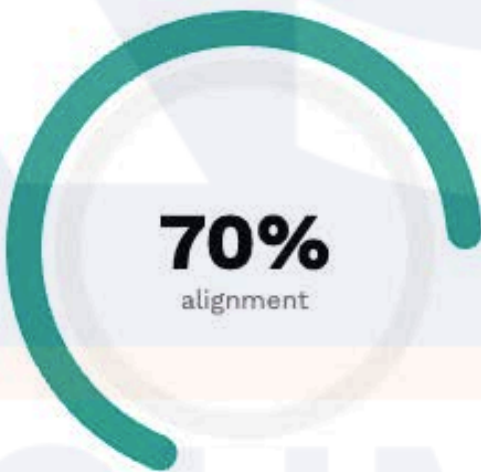


Analysis

The resume is generally well-structured and presents the candidate's experience and skills clearly. However, the formatting could be improved for better readability, particularly in the Professional Experience section where bullet points are inconsistent in length and structure.

Skimmability

How well your resume quickly conveys your skills and experience.



Analysis

The resume has a moderate level of skimmability. While the use of bullet points helps, the dense text in some sections makes it difficult to quickly grasp key information.

Suggestions

How to improve the skimmability of your resume.

PROFESSIONAL EXPERIENCE

- Use shorter bullet points to convey information more succinctly.
- Consider adding subheadings or categories to group related experiences.
- Ensure consistent formatting for all bullet points, such as starting with action verbs.

Structure and Content Analysis

A breakdown of the structure and content of your resume.

Essential Components

These are the essential components of a resume that are required for a successful job application.

✓ Full Name ✓ Street Address ✓ City ✓ State ✓ Zip ✓ Phone ✓ Email ✓ Career Summary ✓ Skills ✓ Experience ✓ Education

Non-Essential Components Omitted

These are typically bad practices to include in a resume and should be avoided.

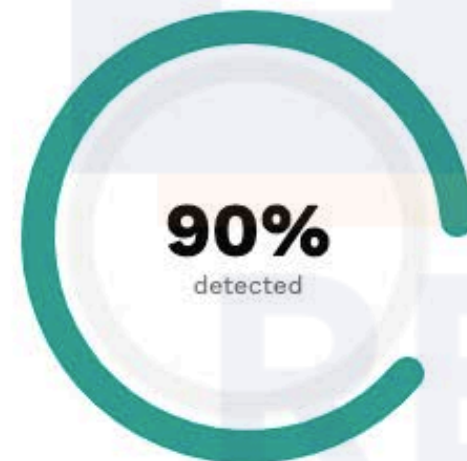
✗ References ✗ Hobbies And Interests ✗ Salary Expectations ✗ Date Of Birth ✗ Marital Status

Tone and Professionalism

A breakdown of the tone and professionalism of your resume.

Professionalism

Higher is better

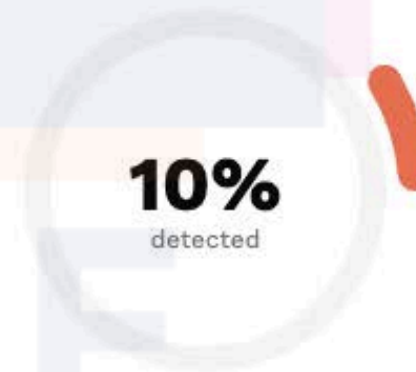


🔗 Analysis

The resume maintains a high level of professionalism, using formal language and industry-specific terminology.

Casual Language

Lower is better



🔗 Analysis

The resume avoids casual language and slang, maintaining a formal tone throughout.

 Hello, night owl

create resume bullets for someone who was a grocery store cashier



Claude 3.7 Sonnet ▾



Write



Learn



Code



Life stuff



Connect apps

NEW

RESUME
SCRIPTER



v.2024.06.01

Advanced AI Detector and Humanizer

[undetectable AI]

Got AI-generated content? You've come to the right place. Use our AI detector (Forbes ranked it best AI detector in the world) to check if your text will be flagged as AI-written content. Detected as AI? Don't take any chances. Remove AI detection possibilities and bypass AI detectors with content that reads so naturally, you'll think you hired someone to write it for you.

Processed an average of 100+ transactions daily with 99.8% accuracy, maintaining efficient checkout operations during peak hours
Balanced cash drawer with zero discrepancies at end of shifts, handling up to \$2,000 daily
Developed exceptional product knowledge across 5,000+ store items, enabling quick price checks and addressing customer inquiries without delays
Received 3 "Employee of the Month" recognitions for outstanding customer service and register efficiency
Assisted in training 4 new cashiers on POS systems, store policies, and customer service protocols
Implemented a new bagging technique that reduced checkout time by 15% and improved customer satisfaction
Maintained a friendly, professional demeanor while multitasking in a fast-paced environment serving 300+ customers daily

WAITING FOR
YOUR INPUT

Basic

🔒 Undetectable™

CLEAR

CHECK FOR AI

HUMANIZE



AI DETECTION LIKELIHOOD ⓘ



GPTZero



OpenAI



Writer



QuillBot



Copyleaks



Sapling



Grammarly



ZeroGPT

LIKELY **99%AI**



[undetectable AI]

Rated #1 Best AI Detector by Forbes! Use our AI detector to check if your text will be flagged as AI-written content. Then, click 'humanize' to remove AI detection and ensure your text will bypass all major AI detectors. Our AI text humanizer does this by enhancing your content to match the quality of human writing.

READABILITY

University

PURPOSE

General Writing

1948/15000 CHARS ≈ 237 WORDS

CAREER SUMMARY

Certified Nursing Assistant with nearly 5 years of experience contributing to patient care on behalf of hospitals and coffee shops. Adept at managing care for over 500 patients annually, ensuring adherence to medical protocols. Career history of utilizing EMR tools to streamline documentation, reducing readmission rates by 15%.

AREAS OF EXPERTISE

Patient Care Coordination | Infection Control Protocols | Wound Care Techniques | Vital Signs Monitoring
Emergency Response | Medication Administration | Diagnostic Testing

PROFESSIONAL EXPERIENCE

GENERAL HOSPITAL Portland, OR
Certified Nursing Assistant May 2022 - Present

⋮ WAITING FOR YOUR INPUT

MORE READABLE ⓘ

BALANCED ⓘ

MORE HUMAN ⓘ

🌙

☒ I AGREE TO THE TERMS OF SERVICE (NO ACADEMIC MISCONDUCT)

CHECK FOR AI

HUMANIZE

Your content appears human 👍

AI DETECTION LIKELIHOOD



GPTZERO



OPENAI



WRITER



CROSSPLAG



COPYLEAKS



SAPLING



CONTENTATSCALE



ZEROGPT

KEY: 100% HUMAN 50% HUMAN 0% HUMAN

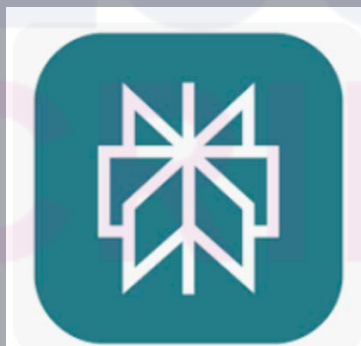
AI Prompting Tools



OpenAI



Claude



Perplexity

Claude

New chat

Projects

Chats

Recents

New AI Career Tools with Complim...

Tools to Empower Career Coaches

Professional Development Worksh...

25 Motivating Career Progression ...

Empowering Career Transitions

Describing a Platform's Core Feat...

Motivating Cover Letter Download...

Upbeat Testimonials from Placed ...

Ideal Careers for INTJ Investigativ...

Enterprise Requirements Manage...

Renewing Seats with Excitement

Improving Credit Score for Car Pu...

New Ways to Work: Pioneering Fle...

Structuring a Strategic Partnershi...

Renewal Reminder for RS Works S...

City Year's Mission to Support Stu...

Personalized Digital Career Services

Requesting Timely Payment for Ag...

Upfront Payment for Multi-Year Pi...

Nail the Interview: Showcase Your...

AG

Andrea Gerson

Pro plan

New AI Career Tools with Complimentary Access

Share

AG

give me 10 ideas for ways that a career coach could start using chat gpt

10 Ways Career Coaches Can Start Using ChatGPT

1. **Resume tailoring assistant** - Input job descriptions and get suggestions for how clients should customize their resumes with relevant keywords and skills.

2. **Mock interview practice** - Create realistic interview scenarios with industry-specific questions and provide feedback on client responses.

3. **Career path exploration** - Generate detailed information about potential career paths based on a client's skills, interests, and experience.

4. **LinkedIn profile optimization** - Analyze and improve clients' LinkedIn profiles with suggestions for stronger headlines, about sections, and accomplishment statements.

5. **Personalized networking scripts** - Create customized templates for cold outreach, follow-up messages, and thank you notes tailored to specific industries.

6. **Cover letter enhancement** - Generate compelling cover letter drafts that can be refined based on specific job applications.

7. **Career transition storytelling** - Help clients craft compelling narratives that explain career gaps or industry changes in a positive light.

8. **Skill gap analysis** - Compare client skills against job requirements to identify training opportunities and skill development needs.

9. **Professional bio development** - Create professional biographies for speaking engagements, websites, or other professional platforms.

10. **Personal brand statement creation** - Develop concise, impactful personal brand statements that clearly communicate a client's unique value proposition.

Retry

Claude can make mistakes. Please double-check responses.

Reply to Claude...

Claude 3.7 Sonnet



How is AI being used?

**Career Coaching &
Exploration**

**Resume Writing &
Editing**

**Applicant
Screening**



AI Resume Parsing. ~~Only Better.~~ The Best on the Planet.

Gain early access to test the NextGen Resume Parser,
the most accurate resume parsing software ever created.

Resumes NextGen

Read-only Page 1 / 2

Fields Powered by Affinda

All fields extracted by Affinda may not be visible.

Have you put the NextGen Resume Parser to the test?
[Please provide us with your feedback](#)

Personal Information

- Candidate name
 - First name Florence
 - Family name Montgomery
 - Middle name
 - Preferred given ...
 - Suffix
 - Title
 - Date of birth
 - Birthplace
 - Headshot

Florence Montgomery
20 Timperley Rd. South Banbury, WA 6230
61-702-782-090 | florence.montgomery@gmail.com

KEY SKILLS AND COMPETENCIES

- Over 30 years of leadership and finance experience in a wide array of environments including academia and the private sector
- Excellent interpersonal communication, conflict resolution, and analytical decision making skills
- Expert level subject matter knowledge in accounting, budget management, financial analysis, ERP software, and tax

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

UNIVERSITY OF WESTERN AUSTRALIA, Albany WA • July 2016 to Present
Vice Chancellor for Administration and Finance

- Provided** campus wide strategic vision, direction, and planning for administration in alignment with institutional mission and goals, including oversight of Accounting Services, Facility Operations, Bursar, Human Resources, and University Police.
- Responsible** for nearly \$100 million fund budget including contracts, grants, and auxiliary enterprises.
- Oversaw** all campus facilities and infrastructure, including capital projects, repair, renovations, construction, and sustainability planning.
- Ensured** timely and accurate completion of yearly financial actives and reports and made recommendations on use of surplus funds.

ELLEN HARRISON

CONTENT CREATOR

ABOUT

I'm not your average content writer. Of course I have strong teamwork skills, geek out about creative SEO practices and read constantly (I'm particularly fond of memoir written by funny, intelligent women)—but I'm also a storyteller... oh, and winner of HQ Trivia.

EXPERIENCE

SEPTEMBER 2011 - PRESENT
Marketing Content Writer at HubSpot
New York, NY

I write unique content to add credibility and value to the brand. Working in a fast-paced startup environment, I write 3 to 16 email newsletters per week as well as web content, weekly blog posts and daily social media posts.

Starting as an intern, I performed tasks that were above my normal duties, including pitching content for the upcoming marketing calendar. In addition, I supervise two team members on marketing and design projects to ensure a consistency of style, font, images and voice on the site and in emails--a voice I developed for the brand.

ACCOMPLISHMENTS

- 2x conversions through Facebook ads with specific targeted campaigns while reducing CPP & CPC to drive 20% of conversions through paid channels
- Delivered 1,000+ email newsletters (3 to 16 times per week) to 300,000 subscribers to drive 30% of total conversions
- Reduced Gmail bounce rate by 60% by implementing a new process to segment our email subscriber list based on email domain
- Performed A/B tests for email newsletters, Facebook Ads & Google Ads to boost CTRs
- Completed an email marketing campaign that contributed to Goldbely raising \$10M in Series A funding

EDUCATION

NEW YORK UNIVERSITY, NEW YORK, NY
Major in Psychology
University Honors Scholar

CONTACT

ellenharrison@gmail.com
(917) 658-9758
New York, NY
ellenharrison.com

SKILLS

-Microsoft Office Suite
-Google Docs
-Google Analytics
-MailChimp
-HTML/CSS
-Squarespace

ELLEN HARRISON

www.linkedin.com/in/ellenharrison
e: ellenharrison@gmail.com
New York, NY 10028
917-659-9874

CAREER HISTORY

Operational & Marketing Associate with over five years of experience optimizing client engagement and content management strategies on behalf of renowned companies across retail, culinary and e-commerce sectors. Adept at working closely with commercial clients and industry partners, crafting informational content to promote the success of key initiatives. Career history of training and supervising teams of content developers, ensuring adherence to brand-specific guidelines and industry best practices.

AREAS OF EXPERTISE

Digital Media Development | Content Strategy | Brand Storytelling | Email Marketing | Industry Research
Data Management | Audience Engagement | Performance Analysis | Staff Development

PROFESSIONAL EXPERIENCE

MOMA

New York, NY

Marketing & Client Services Associate

Oct. 2018 – Present

- Optimized key aspects of operational processes and promotional initiatives on behalf of iconic New York City establishment generating up to \$50 million in annual revenue.
- Oversaw incoming assortment of publications, determining pricing for a high volume of items and ensuring accuracy of data pertaining to product sales and inventory status.
- Processed one-time and recurring payments from individual clients and commercial accounts, entering credit/debit memos and inputting checks and wire transfers into Microsoft Great Plains.
- Evaluated product sales performance, performing adjustments to merchandise and revising pricing information as needed.
- Managed over 40 offsite promotional events each month, reaching up to 700 attendees across high-profile locations including Union Square and Times Square satellite sites.
- Ensured accuracy and completion of federal tax exemption documentation for charitable and institutional accounts.
- Worked directly with clients, providing information regarding current promotions, policies and merchandise availability.
- Trained and supervised new employees, promoting adherence to company policies and client service standards.
- Promoted to A/P role in recognition of strong information management abilities, reporting to Accounting Manager

HUBSPOT

San Francisco, CA/New York, NY

Digital Marketing Specialist

July 2014 - Sept. 2018

- Directed development of content on behalf of leading culinary marketplace generating nearly \$2.5 million in annual revenue, promoting appreciation of gourmet creations produced by over 200 regional artisans.
- Successfully achieved 600% growth in email subscribers during tenure, to over 300,000 contacts, introducing new segmentation strategies which led to 60% decrease in user bounce rates.
- Contributed to email marketing campaigns which set foundation for company to raise \$10 million in Series A funding.
- Developed email marketing campaigns which consistently exceeded conversion rate goals, with company securing more than \$10 million in funding due to consistently stellar digital marketing performance.
- Created targeted Facebook ads which led to 200% increase in conversions, performing extensive A/B testing and launching marketing campaigns which achieved up to 100,000 engagements.

EDUCATION & TRAINING

NEW YORK UNIVERSITY

New York, NY

Bachelor's Degree - Psychology

May 2014

COMPUTER SKILLS

Proficient in Google Analytics, MailChimp, Canva, HTML/CSS, Squarespace and Hubspot.

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-Google Analytics
-MailChimp
-HTML/CSS
-Squarespace

Fields

- Emails ellenharrison@gmail.com
- + Emails
- Name ELLEN HARRISON
- Phone numbers
- Education
 - Accreditation na... Major in Psychology University H...
 - Dates
 - Grade
 - Location NEW YORK, NY
 - Organization New York University
- + Education
- Skills Google Ads
- Skills HubSpot
- Skills Office Suite
- Skills Gmail
- Skills boost
- Skills bounce rate
- Skills Analytics
- Skills SEO
- Skills social media
- Skills email marketing
- Skills newsletters
- Skills Cascading Style Sheets (CSS)

ELLEN HARRISON

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917-659-9874

CAREER HISTORY

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New York, NY

Bachelor's Degree - Psychology

May 2014

COMPUTER SKILLS

Proficient in Google Analytics, MailChimp, Canva, HTML/CSS, Squarespace and Hubspot.

Fields

● Skills

Accounting

● Skills

management

● Skills

MailChimp,

● Skills

Research

● Skills

Storytelling

● Skills

HyperText Markup Language (HTML)

● Skills

information management

● Skills

Email Marketing

● Skills

HUBSPOT

● Skills

Google Analytics,

● Skills

Canva,

● Skills

Content Strategy

● Skills

e-commerce

● Skills

Squarespace

● Skills

Analytics,

● Skills

memos

● Skills

sales

● Skills

content management

● Skills

Digital Marketing

● Skills

Digital Media

● Skills

Data Management

● Skills

Performance Analysis

● Skills

Client Services

HANNA BEACON

345 Harbor Ln., Boulder, CO 80305 • 303-579-8903 • hannabeacon123@gmail.com • [linkedin.com/in/hannabeacon](https://www.linkedin.com/in/hannabeacon)

EXPERIENCE

PHYSICIAN PROFESSIONAL NETWORK

Denver, Colorado

Physician Professional Network is an entity of HCA healthcare a for-profit operator of healthcare facilities

Orthopedic and Neurosurgery Coordinator

March 2020 to Current

Provide support to the Orthopedic and Neurosurgeons that operate at Eastern Field Hospital. Report to the Chief Operating Officer.

- Developed a multidisciplinary post-operative spine program
- Reduced length of stay for total joint replacement post-operative patients
- Drove business streamlining physician interactions

HOLISTIC HEALTHCARE

Reno, Nevada

Now Olympic Health, is a Best in KLAS employer sponsored healthcare service.

Physician Assistant

July 2018 to March 2020

Sole provider for Family Medicine and Urgent Care office treating Washoe County firefighters and their families.

- Functioned autonomously within supervising guidelines
- Managed medical assistants and clinic operations
- Provided comprehensive healthcare services for preventive medicine and urgent care

EVOLVED SPORTS MEDICINE

Reno, Nevada

Privat multispecialty orthopedic practice serving Washoe County.

Physician Assistant

January 2016 to March 2018

Provided orthopedic care, including physical examination, orderings diagnostic tests, interpreting diagnostic tests and first assist in operating room

- Developed base of recurrent patients
- Improved patient satisfaction

NEVADA STATE HEALTH DIVISION

Reno, Nevada

Statewide government agency to protect, promote and improve physical and behavioral health of people in Nevada

Tobacco Control Program Manager

December 2011 to January 2013

Managed over \$13 million annual of federal grants for the state of Nevada

- Provided all deliverables to CDC and stakeholders for effective use of funding
- Managed subgrantees funding necessary to meet approved objectives

Fields

- Skills tests,
- Skills PROFESSIONAL
- Skills Neurosurgery
- Skills Orthopedic
- Skills Neurosurgeons
- Skills multidisciplinary
- Skills business
- Skills Family Medicine
- Skills operations
- Skills healthcare
- Skills preventive medicine
- Skills Urgent Care
- Skills SPORTS MEDICINE
- Skills Orthopedic
- Skills orthopedic care,
- Skills physical examination,
- Skills tests,
- Skills Master of Business Administration

HANNA BEACON

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Boulder, CO 80305
(303) 579-8903

PROFESSIONAL SUMMARY

Healthcare professional with 10+ years of experience launching improved care delivery programs for major hospital systems and medical centers. History of partnering with healthcare administrators and practitioners, leveraging data to inform development of clinical programs. Well-developed ability to implement changes leading to improved outcomes, consistently surpassing targets pertaining to patient satisfaction, readmission rates, and intervention impact.

AREAS OF EXPERTISE

Clinical Operations | Patient Care Standards | Provider Training Initiatives | Healthcare Education
Program Development | Data Management | Quality Assurance | Regulatory Compliance

PROFESSIONAL EXPERIENCE

HHA HEALTHCARE - Physician Professional Network
Denver, CO

Orthopedic & Neurosurgery Coordinator - Eastern Field Hospital Mar. 2020 - Present

- Coordinated logistics of clinical procedures and patient education initiatives on behalf of 265-bed hospital affiliated with HHA healthcare, employing over 200 surgeons, nurses, and physical therapists.
- Directed development and launch of new post-operative spine program impacting nearly 150 patients each month, with facility ranking in top 10 hospitals nationwide for spine surgeries.
- Introduced improved patient education protocols due to COVID 19 bed shortages, working to enhance patient compliance and follow-up care despite increased rate of same-day discharges.
- Presented key findings to hospital leadership regarding narcotics administration, operating room times, and discharge ratios.
- Served as key member of team performing more than 1,000 joint replacement procedures each year, contributing to substantial reduction in length-of-stay for post-operative patients.
- Increased patient readiness and motivation for rehabilitative services, achieving significant improvements in length of hospital stays and home-based discharges while reporting to COO.
- Provided training and guidance to team of nurses and physical therapists, ensuring compliance with facility standards.

OLYMPIC HEALTH - Formerly Holistic Healthcare
Reno, NV

Physician Assistant July 2018 - Mar. 2020

- Served as sole provider for family medicine practice and urgent care center treating Washoe County firefighters and families, with facility named Best KLAS employer-sponsored healthcare service out of six companies nationwide.
- Trained and supervised medical assistants providing preventive and urgent care, managing pharmacy inventory, and delivering quality patient care while reporting to Director of Clinical Operations.

EVOLVED SPORTS MEDICINE

Physician Assistant Reno, NV Jan. 2016 - Mar. 2018

Skills

- Skill Clinical Practices KS121ZR6Z8DSVQ...
- Skill Caregiving KS1280P6542CXXZN0FH...
- Skill Training And Development KS122F9...
- Skill Healthcare Industry Knowledge ES...
- Skill Application Development KS120L16...
- Skill Data Management KS122PG64BT2B...
- Skill Quality Assurance KS128866SHL94...
- Skill Regulatory Compliance KS1226L6X...
- Skill Neurosurgery KS1215W78GCMLVYS...
- Skill Logistics ESF586319EAC399E9394 (-)
- Skill Procedure Development BGS6F26F...
- Skill Patient Education And Counseling ...
- Skill Patient Education And Counseling ...
- Skill Leadership KS124JB619VXG6RQ810...
- Skill Asset Management KS120PL63HT8...
- Skill Assisted Reproductive Technology ...
- Skill Customer Service KS121Z26S4VJLQ...
- Skill Asset Management KS120PL63HT8...
- Skill Asset Management KS120PL63HT8...
- Skill Operations KS127D361PF0FTXDZ7C...
- Skill Sports Medicine KS440VW68PYFN7...

- Skill Operations KS127D361PF0FTXDZ7C...
- Skill Sports Medicine KS440VW68PYFN7...
- Skill Direct Patient Care ES65A8AADF55...
- Skill Clinical Practices KS121ZR6Z8DSVQ...
- Skill Orthopedic Nursing KS127G46NM2...
- Skill Actuarial Exams ESD42A315A324C2...
- Skill Medical Testing KS126BW62RVX5VP...
- Skill Language Interpretation KS122996...
- Skill Surgery KS440Z1754M82K9VYJFV (-)
- Skill Orthopedics ESBA227F7158090209...
- Skill Employee Satisfaction KS123J15YJ6...
- Skill Manufacturing Engineering KS1264...
- Skill User Controls KS7X8FE8U7MRVAIR3...
- Skill Operating Systems KS122VW78Q67...
- Skill Asset Valuation BGSEBE5C5D5EA82...
- Skill Business Administration KS1218B62...
- Skill Public Health KS1225N6R4M64Z082...
- Skill Physiology KS120H96HW4CCL1XGZ...
- Skill Advanced Cardiovascular Life Supp...
- Skill Basic Life Support (BLS) Certificati...

Beth Woods

Portland, OR 97062
971-432-1518
bwoods@gmail.com

Summary

Working for Costco Wholesale for 20 years has given me invaluable experience in customer service, business management and employee development. During my 12 years as a manager with Costco, I successfully managed many different areas within the warehouse and did all of the hiring for the warehouse. Additionally, part of my experience as a manager was at the corporate office in Washington. While there I managed two large departments and oversaw major corporate projects like the annual International Manager's Conference. My extensive management experience makes me an asset to any company looking for a strong and competent leader.

Education

Thomas Jefferson High School, Portland, OR
High School Diploma, Graduated June 1996

Employment History

Costco Wholesale , Portland, Oregon
Inventory Auditor, August 1998 - Present

During my 20 years at Costco, I've held a wide variety of positions. Starting with Costco I worked in the food court, pushed carts, boxed groceries, worked in the photo lab and print and copy department. Working in entry level positions allowed me to work hard and stand out amongst my peers. After transferring to the corporate office, I quickly became a supervisor. Supervising more than 50 employees. I spent a short time as as supervisor before I was promoted to manager. I managed two businesses within the office and continued to manage more than 50 employees. As a manager, I wrote reviews, wrote budgets, managed payroll, schedules, set goals for profit, ensured professional certifications were current, handled a wide variety of personnel issues, upheld high customer service standards and maintained our very high safety standards.

After moving to Portland, I returned to working in the warehouse environment but this time as a manager. I started at the Aloha warehouse as the membership and marketing manager. I managed a large group of employees and was responsible for maintaining membership and marketing goals each period and yearly. I continued to rotate through a variety of management positions at this warehouse. Being responsible for managing employees performance, reaching financial goals, maintaining professional certifications, training employees according to high safety standards and handling personnel issues. Additionally, I handled the hiring for the entire warehouse. I reviewed applications and resumes and conducted hundreds of interviews during my time as the hiring manager.

Very recently, I decided to step down from my management position to allow time for exploring opportunities outside the company.

BETH WOODS

www.linkedin.com/in/bwoods | e:bwoods@gmail.com | p:(971) 584-6598 | Portland, OR 97062

EXECUTIVE SUMMARY

Senior Operations Manager with 15+ years of experience promoting the highest caliber of performance and efficiency for nationally-renowned entities serving more than 1.5 million clients each year. Adept at training and supervising teams of staff, recruiting more than 400 employees. Career history of working closely with senior-level staff to streamline operations, earning multiple promotions in recognition of outstanding contributions.

Operations Management | Process Optimization | Regulatory Compliance | Onboarding Initiatives
Stakeholder Relationships | Recruitment Practices | Training Initiatives | Staff Development

PROFESSIONAL EXPERIENCE

ADIDAS Portland, OR
Operations Supervisor 2020 - Present

- Directed critical aspects of operations on behalf of leading multinational footwear & apparel company generating nearly \$45 billion in annual revenue, serving as supervisory member of global headquarters.
- Worked with team to optimize fulfillment for thousands of brands nationwide including Disney and PGA, with accounts generating up to \$30 million in monthly revenue.
- Partnered with supply planners and distribution centers to resolve pandemic-related supply issues, successfully promoting client ability to meet consumer demand in challenging landscape.
- Tracked and analyzed metrics pertaining to divisional performance and delivery rates, working to efficiently capture and communicate complex information for senior staff.
- Influenced team of 20+ specialized staff, personally setting individual performance goals and providing constructive feedback to promote the highest caliber of service.
- Coordinated team training sessions to ensure divisional adherence to organizational policies and industry standards, reporting to North American Operations Manager.

COSTCO WHOLESALE Portland, OR
Operations Manager/Department Auditor 2013 - 2019

- Oversaw all aspects of auditory processes on behalf of leading national wholesale retailer, ensuring accuracy of inventory valued at over \$16 million on behalf of location serving over 1.5 million customers annually.
- Streamlined operational processes, leading internal training initiatives and implementing Salesforce platform, impacting more than \$230 million in annual revenue.
- Ensured the success of client services initiatives, contributing to significant increases in membership during tenure.
- Trained and supervised more than 400 departmental employees, conducting hundreds of interviews and facilitating internal promotions to ensure optimal staff development and retention.

Membership & Marketing Manager 2000 - 2013

- Managed operations of high-volume corporate division, overseeing all aspects of design and production for branded materials on behalf of commercial clients.
- Launched yearly managerial conference which reached more than 2,000 industry attendees, interfacing with vendors and logistics companies to coordinate procurement of materials.
- Directly supervised 50+ employees, managing payroll processes, leading performance reviews, verifying professional certifications and ensuring full compliance with OSHA, Hazmat and federal safety standards.
- Initially hired as Corporate Supervisor, earning promotions due to exceptional performance and leadership abilities.

VOLUNTEER EXPERIENCE

DRESS FOR SUCCESS Portland, OR
Leadership Association Member 2009 - 2019

Worked with organization to expand educational, mentorship and networking opportunities for women statewide.

TECHNICAL SKILLS

Proficient in Microsoft Office (Advanced Excel, Power BI), Google Analytics, SAP, Asana, Embtrak, Zoom, Slack, Cognos and AS400, with ability to learn new tools quickly.

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Fields

- Emails bwoods@gmail.com
- + Emails
- Name Beth Woods
- Phone numbers +19714321518
- + Phone numbers
- Education
 - Accreditation na... High School Diploma
 - Dates June 1996
 - Grade
 - Location Portland, OR
 - Organization Thomas Jefferson High School
- + Education
- Skills management
- Skills safety standards.
- Skills Adobe Experience Manager
- Skills customer service,
- Skills sales
- Work experience
 - Dates June 1996 - August 1998
 - Job description I began working for Nike as a sal...
 - Job title Special Order Representative
 - Location
 - Organization Nike

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2020 - Present

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Fields

Emails e:bwoods@gmail.com

+ Emails

Name B ETH WOODS

Phone numbers +19715846598

+ Phone numbers

Education

Skills Management

Skills Operations

Skills Salesforce

Skills leadership

Skills procurement

Skills constructive feedback

Skills client services

Skills Process Optimization

Skills Analytics,

Skills mentorship

Skills Power BI

Skills Management Process

Skills Asana,

Skills SAP,

Skills Excel,

Skills Google Analytics,

Skills Microsoft Office

Skills Regulatory Compliance

Skills Onboarding

Skills Operations Management

A.I. IN CAREER SERVICES: TOOLS & RESOURCES



Site: [CareerVillage.org](https://www.careervillage.org)

Career Village provides FREE career guidance and support to individuals, particularly those from underrepresented communities. By connecting over 7 million users with 130,000 professionals from various industries, CareerVillage.org offers a rich resource for anyone seeking advice on their career paths.

Site: aicareercoach.org

Coach is an innovative tool developed by Career Village that provides personalized career coaching for diverse students and job seekers. In partnership with a team of experienced professionals, Coach has effectively supported millions of individuals in their job preparation and employment journeys.

COACH
by CareerVillage.org

GALLUP

Site: [GALLUP](https://www.gallup.com): Careers of The Future

Gallup's "Careers of the Future Index" section, in collaboration with Amazon Future Engineer, presents a comprehensive index that outlines promising career paths. This valuable resource empowers young adults and their advisers to make informed career decisions, including opportunities that don't require a bachelor's degree.

Site: [JobLogr.com](https://www.joblogr.com)

JobLogr is an innovative platform that leverages AI-driven tools to streamline the job search process for individuals and institutions. By offering tailored solutions for job seekers, universities, and companies, JobLogr simplifies application tracking and interview preparation while supporting displaced employees during their transitions.

JobLogr



Access A.I.
resource toolkit
by submitting
this form!



Come out and say hi and
try out RS Works!



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andrea@resumescripter.com

Linkedin:
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Download a full list of all the resources
covered! Scan QR code above