

BREE GURIN

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PROFESSIONAL RESUME WRITER AND RECRUITER

Resume writer and staffing industry professional with extensive experience in all facets of resume composition and design, sales, recruitment, placement, account management, and delivery of service.

CAREER HIGHLIGHTS

Resume Design & Composition

Income Generation

Process Improvement

- Conceptualized and grew resume/business writing company with referrals and new/repeat clients
- Generated \$1.5 million in sales during tenure in staffing industry
- Procured \$7 million contract to provide temporary help nationwide for national non-profit
- Spearheaded automated onboarding and timesheet submission process

SKILLS

Resume, Business and Creative Writing • Sales • Recruitment/Placement • Customer Service • Account Management • Process Improvement • Blogging • Proficient with Word, Excel, PowerPoint, Outlook, Chaos Intellect, Affinity Designer

PROFESSIONAL EXPERIENCE

Creative Resumes and Business Writing, 1/05 to Present

Proprietor

- Create compelling and influential resumes for private clients across multiple disciplines and industries
- Communicate clients' professional stories in a persuasive, concise format
- Ensure resumes are compatible with Applicant Tracking Software Systems (ATS) and contain relevant keywords
- Capture hiring managers' attention by strategically scripting and positioning client profile
- Service offering includes traditional, infographic, and graphically artistic resumes, bio's, cover letters, reference lists and all forms of business documents

XYZ Staffing Solutions, 6/18 to Present (*Part-Time Freelancer*)

Account Manager

- Provide oversight and assistance for pre-existing clients that were transitioned from Oliver Staffing

ABC Staffing, Inc., 8/95 to 6/18

Director of Client Services

- Increased likelihood of candidate consideration and placement by writing and/or editing candidate resumes
- Procured open-ended \$7 million contract with national non-profit by using relationship development and negotiating skills as well as referencing prior history of exemplary service
- Point of contact for approximately 600 supervisors and temporary employees in organization's sixty-five chapters; quickly resolved onboarding, payroll, and other employment-related issues
- Improved usability, accuracy, and timeliness of enrollment and timesheet submission processes by automating both functions in collaboration with third-party web developer

- Generated additional \$100,000 in business annually through independent sales and placement efforts from home-based office via cold calling, email contact, and onsite prospect/client visits
- Ensured quality and promptness of order fulfillment by independently managing full-cycle recruitment process including creating advertising content, ad placement, internet sourcing, resume review, telephone prescreening, personal interviews, applicant selection/presentation, and salary/fee negotiation
- Worked in New York office on as-needed basis to conduct candidate interviews and engage in prospect/client meetings
- Assisted colleagues with candidate screening and order fulfillment
- Improved brand recognition and company image by creating a broad array of marketing materials including a comprehensive proposal and promotional literature
- Increased efficiency of placement and sales process by creating client/applicant database
- Managed candidate recruitment and placement in the technical, customer service, and administrative fields

XYZ Communications, 9/16 to Present***Blogger***

- Produce monthly blog posts on a variety of topics

ADDITIONAL EXPERIENCE**Viva Temporary Services, Inc., *Vice President*****Norman Locke Temporary Service, *Account Executive*****Chrysler Financial Corporation, *Financial Representative*****EDUCATION/PROFESSIONAL AFFILIATIONS**

Pace College, Economics

National Resume Writers Association, Member

SUMMARY

- Imaginative writer, proficient at creating informative and captivating material for a diverse constituency
- Effective relationship builder with exemplary communication and interpersonal skills
- Readily adapts to changing priorities
- Active listener, able to understand and swiftly resolve customer issues
- Self-starter, comfortable working independently and/or collaboratively
- Detail oriented with a diligent work ethic and a passion for excellence