

BREE GURIN

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PROFESSIONAL RESUME, BUSINESS, and CONTENT WRITER



Resume, content, and business writer with twenty years of experience in all facets of resume composition and design across multiple industries, all forms of business writing, such as proposals, memos, letters, and content material for blog posts and articles for a diverse client portfolio.

CORE Attributes (*Competence in Organization and Relational Effectiveness*)

Strong analytical and organizational skills; critical thinker; proactive solutions provider/problem-solver; quickly adapts to changing conditions and priorities; swiftly absorbs and applies new concepts and information; effortlessly interacts with diverse populations; laser-sharp attention to detail; cross-functional collaborator with a diligent work ethic.

CAREER HIGHLIGHTS

- Conceptualized and grew resume, business, and content 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 and led automation of onboarding and timesheet submission process

SKILLS

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

EXPERIENCE

Randstad Enterprise, January 2022 to Present (*Part-Time Freelancer*)

Resume Writer

- Craft compelling and visually appealing resumes for clients of this global talent management organization, encompassing all industries and disciplines, including the technology, financial, and healthcare sectors

Pierce Mattie Communications, September 2018 to Present (*Part-Time Freelancer*)

Blogger

- Produce monthly blog posts and articles covering a variety of topics

Full Stack Solutions, June 2018 to April 2020 (*Part-Time Freelancer*)

Account Manager

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

Creative Resumes and Business Writing, January 2005 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 information and design elements in alignment with current hiring and resume best practices
- Service offering includes traditional, infographic, and graphically artistic resumes, bios, cover letters, reference lists, and all forms of business documents

Oliver Staffing, Inc., August 1995 to June 2018***Director of Client Services***

- Increased likelihood of candidate consideration and placement by writing and editing candidate resumes
- Procured open-ended \$7 million contract with national non-profit using relationship development, negotiating skills, and prior history of exemplary service
- Point of contact for approximately 600 supervisors and temporary employees in organization's sixty-five chapters, quickly resolving 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 the 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, proposals, and promotional literature
- Increased efficiency of placement and sales process by creating a client/applicant database
- Managed candidate recruitment and placement in the technical, customer service, and administrative fields

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