

**GEORGIANA CAROLLUS, MA, CPRW**  
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### **CAREER SERVICES PROFESSIONAL**

Resourceful career services professional with extensive experience in career assessment, career development and advancement, and all aspects of resume writing and effective work search techniques for clients ranging from entry-level to senior executives. Expertise in effectively facilitating client strategies in person, virtually, or via telephone. Excellent research skills complimented with highly developed interpersonal and communication skills. Qualifications enhanced with Master of Arts in Career Counseling. Certified Professional Resume Writer.

### **PROFESSIONAL EXPERIENCE**

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#### **RÉSUMÉS WITH SPIRIT. Clarendon Hills, IL, 2004 – Present**

##### **Principal**

Provide job search, business, and career coaching to facilitate clients' career advancement. Design successful résumés for individuals of diverse careers.

- Created resumes for executive clients of TheLadders from 2007 to 2011.
- Wrote hundreds of resumes for downsized General Motors employees through The Impact Group.
- Provided career coaching to members of professional associations, including American Public Health Association (APHA) and PMI.

#### **DBM, Downers Grove, IL, 2001 – 2004**

##### **Consultant**

Provided full range of outplacement assistance to dislocated and downsized employees through one-on-one consultations, job search workshops, and employee notification meetings.

- Formulated strategies for client base of 60 downsized executive employees in all aspects of effective job search techniques, including resume development, network management, and interviewing and negotiating skills.
- Delivered one-on-one and workshop services on-site to customer's 200+ employees during two month phased office closure.
- Facilitated clients' return to workforce by leading 2 and 3-day public and dedicated company Career Transition Workshops.

#### **Latitude Consultant, 4/2002-11/2002**

Delivered web-based and telephone job search assistance services to outplacement clients.

- Trained in virtual delivery processes; provided telephone and web-based services to clients.
- Served as member of team charged with improving relationships and communication throughout client engagement process; co-presented recommendations in division-wide web conference meeting.

#### **THE ILLINOIS INSTITUTE OF ART, Schaumburg, IL, 2000 – 2001**

##### **Instructor**

Developed syllabus and assembled career development materials for 4 credit hour required course for students graduating from associate and bachelor's degree programs.

- Presented career development lectures and led discussions on current job search techniques to equip students for successful post-graduate employment.

**DUPAGE COUNTY JOB TRAINING OFFICE, ILLINOIS EMPLOYMENT & TRAINING CENTER, Lombard, IL, 1996 – 2000**  
**Career Development Counselor**

Provided specialized career development expertise to clients and staff at large, county and federally funded One Stop Career Center. Evaluated participants' needs and developed individualized strategies for career development. Trained all new staff in assessment techniques and procedures.

- Provided skilled, in-depth vocational counseling, averaging 30 new clients/month.
- Presented two-day career exploration workshop twice a month. Administered/interpreted assessment instruments, including the Myers Briggs Type Indicator and Strong Interest Inventory.

**COMMUNITY CAREER SERVICES, WILLIAM RAINEY HARPER COLLEGE, Arlington, IL, 2000**  
**Independent Consultant**

- Presented outplacement workshops to 300 employees affected by company closing.
- Assisted over 100 individuals with resume development in one-on-one sessions.

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**ADDITIONAL PROFESSIONAL EXPERIENCE**

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**YWCA DUPAGE DISTRICT, Glen Ellyn, IL**  
**Information Resources Specialist**

**INDIAN PRAIRIE PUBLIC LIBRARY, Willowbrook, IL**  
**Reference Librarian**

Provided adult reference services to diverse population of patrons at fast-paced medium-sized public library.

**THOMAS FORD PUBLIC LIBRARY, Western Springs, IL**  
**Reference Librarian**

Provided adult reference services to diverse population of patrons at small public library.

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**EDUCATION**

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**Master of Arts in Counseling, NORTHEASTERN ILLINOIS UNIVERSITY.** Chicago, IL

**Masters of Library Service, RUTGERS UNIVERSITY.** New Brunswick, NJ

**Bachelor of Arts in English, EMMANUEL COLLEGE.** Boston, MA

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**PROFESSIONAL DEVELOPMENT AND CERTIFICATION**

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**PARW/CC (Professional Association of Résumé Writers and Career Coaches)**

Certified Professional Résumé Writer, 2004-Present

**COACH UNIVERSITY**

Completion of 200-hour training program

**TYPE RESOURCES, INC.**

MBTI Professional Qualifying Program