

Professional Resume Writer

Dynamic and Certified Professional Resume Writer with over 4 years of comprehensive experience in crafting high-impact, ATS-compliant resumes tailored to diverse professional backgrounds.

Expert in crafting ATS-compliant resumes, cover letters, and LinkedIn profiles tailored to client specifications and target roles. Renowned for precise content creation, in-depth industry trend analysis, and adherence to client requirements. Demonstrated efficiency in enhancing client satisfaction, optimizing workflows, and enforcing quality controls. Proven leader, adept at training and mentoring cross-functional teams to achieve targets, deliver exceptional services, and elevate writing standards. Analytical thinker dedicated to providing top-quality services and cultivating repeat business.

Core Competencies

ATS-Compliant Resume Writing | Client Consultations | Resume Quality Auditing | Industry Trend Analysis | Workflow Streamlining | Content Quality Control | Team Leadership & Development | Remote Team Management | Customized Training Modules | Performance Metrics Implementation | Proofreading & Editing | Cross-Departmental Collaborations | SOP Compliance | Job-specific Tailoring | Client Satisfaction Enhancement | Professional Data Collection | Feedback & Review Facilitation | Resource & Project Allocation | Industry Best Practices Implementation | Career Coaching | Exceptional Customer Service

Professional Experience

Talent Inc., NY | Remote Resume Writer, Team Lead

2020 to 2022

Conducted rigorous audits of written content to ensure compliance with resume development standards and company SOPs. Utilized advanced understanding of industry trends and ATS requirements to optimize resumes for diverse clientele. Coordinated closely with internal teams for multi-level quality checks aimed at ensuring document efficacy. Facilitated weekly reviews / feedback sessions with keen focus on maintaining a high standard of resume quality within team.

- **Garnered a 99% compliance rate for client resumes** while ensuring strict adherence to resume development standards.
- Expedited content audit cycles, resulting in **slashing turnaround time by 50%**.
- **Elevated client satisfaction scores by 70%** through meticulous auditing and resume customization.
- **Received "Auditor of the Quarter"** accolades for two consecutive quarters in 2021.
- Spearheaded an internal training program, enhancing team compliance with SOPs by 20%.

Freelance Project (US Based), NY | Remote Resume Writer, Career Coach

2017 to 2020

Spearheaded remote team of resume writers, focusing on high-quality content creation and strict deadline adherence. Implemented performance metrics to monitor team efficacy / quality with objective of ensuring client satisfaction. Conducted team workshops / training sessions aimed at elevating writing standards and industry-specific knowledge. Administered project allocation, balancing workload among team members to optimize resource utilization. Provided top-notch coaching services for key clients.

- **Achieved 95% client satisfaction rate** by driving meticulous content quality controls.
- **Reduced turnaround time by 25%** and maximized client satisfaction rate simultaneously.

Education

Currently Pursuing CPRW and Membership of PARWCC (Anticipated December, 2024)

Bachelor of Science in Electrical Engineering, 2021

Note: currently on holiday vacation in home country, planning to move permanently move to US after Visa Clearance and personal matters.