

BETH BROWN

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Professional Resume Writer / Editorial Consultant

SUMMARY OF QUALIFICATIONS

- 20+ years as an articulate, insightful and engaging resume writer for clients in all industries, fields and organizational levels.
- Skilled in listening carefully and translating information into clear and concise language that illuminates individual strengths and furthers each client's goals.
- Known for excellent spelling/grammatical skills and a sense of humor.

PROFESSIONAL EXPERIENCE

BETH BROWN RESUMES, San Francisco, CA
Professional Resume Writer

1995-present

- Created 2000+ resumes and cover letters, working collaboratively with a diverse clientele, including more than 300 members of Alumnae Resources/lifeprint career center in San Francisco.
- Provided customized, informative career coaching and interviewing skills training to individual clients.
- Updated and co-authored the book, [*The Damn Good Resume Guide*](#), Fifth Edition (Ten Speed Press), May 2012.
- Co-presented webinar with Susan Ireland, "Refresh Your Resume for Today's Job Market," for AARP, June 2010.
- Taught monthly resume writing workshops at Alumnae Resources/lifeprint for over three years, utilizing a lively and interactive approach to facilitate learning.
- Delivered comprehensive editorial consulting services to corporate, non-profit and private clients.
- Consistently received commendations and referrals from satisfied clients, as well as from Susan Ireland and from Yana Parker, original author of *The Damn Good Resume Guide*.
- Completed extensive apprenticeship and training with Susan Ireland, author of *The Complete Idiot's Guide to the Perfect Resume* and *The Complete Idiot's Guide to the Perfect Cover Letter*. Contributed resumes and cover letters to both books.

Additional experience includes:

Editor / Administrative Assistant to Margo Adair, author of *Tools for Change: Applied Meditation* and *Meditations on Everything Under the Sun*, San Francisco, CA.

EDUCATION

B.A., English Literature, Washington University, St. Louis, MO