

CAROL A. ALTOMARE

P.O. Box 483 ♦ Three Bridges, NJ 08887 ♦ (908) 237-1883 ♦ carol@worldclassresumes.com

Credentialed career professional with demonstrated commitment to providing superior products and top-notch service

SUMMARY OF QUALIFICATIONS

Well-regarded career professional with demonstrated expertise in developing effective, targeted résumés to market clients for a broad range of positions. Advanced résumé writer who is highly effective understanding client needs and crafting compelling job search documents that clearly communicate value. Service-oriented business partner with clear commitment to client satisfaction. Recognized for excellence by noted industry experts, samples of work appear in more than a dozen how-to books on résumé writing.

SELECT CAREER HIGHLIGHTS

- Established proven record of success in crafting winning résumés and cover letters, building thriving business based largely on word-of-mouth referrals.
- Garnered attention from the industry's most recognizable experts. Building reputation for writing excellence, specifically sought out for contributions (résumé and cover letter samples) selected for inclusion in some of the best-selling résumé guidebooks (Résumé Magic and the "Expert" series).
- Achieved the highest levels of résumé-writing excellence. Earned the Master Résumé Writer designation in 2008, the industry's most prestigious certification.
- Hand-selected to join elite Resume Writing Guild founded by industry thought leaders, Louise Kursmark and Wendy Enelow. As one of Guild's top writers, tapped to participate in BlueSteps partnership with exclusive opportunity to provide career services to Blue Steps' executive membership.
- Noted for strategic approach, effectively leverage analytical and communication skills to draw out key information and synthesize it to develop compelling résumés that get results.

CERTIFICATIONS & AFFILIATIONS

Master Résumé Writer, Career Management Alliance, 2008 to present
Academy Certified Résumé Writer, Résumé Writing Academy, 2009 to present
Certified Professional Résumé Writer, Professional Association of Résumé Writers, 2001 to present
Certified Career Management Coach, Career Coach Academy, 2009 to present
Certified Job Search Strategist, Job Search Academy, 2009 to present

Member, Career Directors International, 2010 to present

Member, Career Management Alliance, 2006 to 2011

Member, Professional Association of Résumé Writers, 2000 to present

EMPLOYMENT HISTORY

Owner/Lead Résumé Writer, WORLD CLASS RÉSUMÉS, 2000 to Present

Implementation Leader, Voluntary Benefits Group, METLIFE

Senior Research Engineer, US Marketing & Refining, MOBIL OIL CORPORATION

Staff Engineer, Petroleum Catalyst Group, ENGELHARD CORPORATION

EDUCATION

Master of Education Degree, Rutgers University (Counseling Psychology)

Bachelor of Science Degree, Manhattan College (Chemical Engineering)
