
CAROL ALTOMARE

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

SUMMARY OF QUALIFICATIONS

Well-regarded service provider with record of success in helping job seekers – whether exploring options, in-transition, or on-the-move – achieve career goals. Advanced résumé writer – holder of the industry's most elite certifications – who is highly effective in understanding client needs and crafting compelling job search documents that clearly communicate value. Certified career coach skilled in providing insights to help clients develop strategies, identify issues, navigate through options, and recognize/address roadblocks and limiting beliefs.

M. Ed., Rutgers University (Counseling Psychology); **B.S.**, Manhattan College (Chemical Engineering)

SELECT CAREER HIGHLIGHTS

- Established proven record of success in both crafting winning career communications and coaching clients through effective job search practices, 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).
 - Hand-selected to join elite Resume Writing Guild founded by industry thought leaders, Louise Kursmark and Wendy Enelow, tapped to participate in BlueSteps partnership with exclusive opportunity to provide career services to Blue Steps' international executive membership.
 - Launched full-service career coaching practice to complement résumé business, tapping into co-active coaching model – built around powerful questioning – to promote deep-rooted thinking and draw potent insights.
 - Highly committed to professional development, accumulated 5 coaching-related certifications/designation to maximize value delivered to clients. Most notable, recently incorporated learnings from brain-based success course, introducing simple – but highly effective – strategies to help clients move from stuck to unstoppable.
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CERTIFICATIONS & AFFILIATIONS

Academy Certified Résumé Writer, Résumé Writing Academy, 2009 to present

Master Résumé Writer, Career Management Alliance/Career Thought Leaders, 2008 to present

Certified Professional Résumé Writer, Professional Association of Résumé Writers, 2001 to 2014

Certified Brain-Based Success Coach (Master), Career Coach Academy, 2015 to present

Social Networking Career Strategist, Career Coach Academy, 2014 to present

Certified Get Clear, Get Found, Get Hired! (G3) Coach, Career Coach Academy, 2012 to present

Certified Job Search Strategist, Job Search Academy, 2009 to present

Certified Career Management Coach, Career Coach Academy, 2009 to present

Associate, Career Thought Leaders, 2013 to present

Member, Career Directors International, 2010 to 2014

Member, Professional Association of Résumé Writers, 2000 to 2014

EMPLOYMENT HISTORY

Owner/Career Consultant, WORLD CLASS RÉSUMÉS/LUMINESCENCE COACHING, 2000 to present

Executive Resume Writer/Career Consultant, BLUESTEPS EXECUTIVE CAREER SERVICES, 2010 to 2013

Implementation Leader, Voluntary Benefits Group, METLIFE

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

Staff Engineer, Petroleum Catalyst Group, ENGELHARD CORPORATION
