

## DENISE M. LARKIN

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www.resumerightner.com

### RESUME WRITING and CAREER MANAGEMENT

Credentialed résumé writer with over 15 years experience in career services, employee development, and human resources. Ability to understand and meet individual client needs, resulting in exceptional customer service and client satisfaction. Committed to charitable causes and serving the community.

\* *Superior presentation & facilitation skills*

\* *Career coaching*

\* *Internal & external consulting*

\* *Employee development*

\* *Startup expertise*

\* *Creative ideas & solutions*

\* *Event planning*

\* *Community outreach & volunteerism*

\* *Marketing & PR*

### QUALIFICATIONS

- Complete responsibility for creating new training departments, including sole authority for hiring and recruiting, implementing career management initiatives, supervising staff, budgeting, and developing training policy and infrastructure to support business goals and growth.
- Consulting & problem solving skills, including performance coaching, career counseling, skills assessment, 360° feedback, vendor management, performance development, employee relations, and curriculum design and delivery.
- Handled all facets of PR and marketing; conceived strategies, wrote, and edited press releases and newsletters for local non-profit organization (achieved over 30% membership increase in two years), as well as for home-based business.

### EXPERIENCE

#### RÉSUMÉRIGHTNER.COM

OWNER

*PREMIUM ON-LINE CAREER MANAGEMENT SERVICES*

2001 to present

Encinitas/Oakland CA

- Launched and continually manage all aspects of full-service résumé writing and career consultation company.
- Have written résumés and cover letters for hundreds of clients within a variety of professions.
- Assist and coach clients in marketing themselves to maximize their skills and experience effectively in order to conduct a successful job search.
- Created and marketed website presence, which resulted in over 70% of new business.

#### DRAKE BEAMMORIN

CONSULTANT/JOB DEVELOPER

*DBM IS AN INTERNATIONAL LEADER IN THE OUTPLACEMENT AND HUMAN CAPITAL SERVICES INDUSTRY*

09.05 to 12.05

San Diego CA

- Successfully planned two internal Job Fairs from start to finish for high-profile DBM clients. Personally prospected over 300 corporate recruiters to secure over 20 participating companies for each event.

- Consulted on an individual basis with clients for all levels of career services including résumé writing, interviewing skills, networking, etc.

ALLADVANTAGE.COM

TRAINING DIRECTOR

*SERVICED A COMMUNITY OF OVER SEVEN MILLION MEMBERS VIA PAY-TO-SURF MODEL*

2000  
Hayward CA

- Supervised a staff of three training professionals, and successfully delivered high-quality training on a limited budget.
- Performed needs assessment, created technical and sales training programs, and implemented curriculum in a startup environment.
- Consulted with senior management to diagnose performance issues, and provide solutions.
- Responsible for range of HR and OD functions related to group dynamics, improvement initiatives, employee relations, event planning, recruiting/hiring, and terminations.
- Company-wide event initiation and planning.

CHARLES SCHWAB & CO.

SENIOR TRAINING MANAGER

*PREMIER BROKERAGE AND FINANCIAL SERVICES*

1994 to 1999  
San Francisco CA

- Built "grass roots" training organization, providing analysis, consultation, and training to a large and diverse employee audience. Managed a training staff and a budget of over \$500k annually.
- Partnered with local university to initiate and implement ESL programs for staff.
- Initiated personalized sales training program in consultation with managers, and created individualized training profiles for every employee.
- Received media acclaim for partnering with Macy\*s and Levi Strauss to initiate and produce first-ever corporate casual fashion show.

EDUCATION/TRAINING

BA, MANAGEMENT

St. Mary's College

Moraga CA

SELECTED TRAINING CERTIFICATE PROGRAM CURRICULUM

UC Berkeley Extension

Berkeley CA

SUMMER STUDY ABROAD

The Sorbonne University

Paris FRANCE

CERTIFICATIONS

Certified Advanced Résumé Writer

2007

Certified Professional Résumé Writer

2001

Certified Employment Interview Professional

2001

*--Professional Association of Résumé Writers & Career Coaches*

St. Petersburg FL

Cambridge CELTA (Certified English Language Teacher of Adults)

2007

VOLUNTEER

Carlsbad City Library Adult Learning Program/Tutor

2003 to present

City Ballet of San Diego/Board of Directors and "Allegro" Chairman

2003 to present

SF Chamber of Commerce Job Forum/Panel Member  
Big Brothers, Big Sisters of the Bay Area/Big Sister

2002  
2000 to 2002