

# Catherine Sutton

## Professional Résumé Writer

### PROFILE

- A practiced writer with a flair for creating compelling résumés and cover letters that get results, and a portfolio of over 700 résumés that cover the gamut of job descriptions.
- Warm and insightful, a careful listener who specializes in eliciting achievements from even the most reticent of clients, whether in person or on the phone.
- Adept at fashioning individual résumés to reflect unique accomplishments and skills, and at highlighting transferable skills to promote career objectives.
- British-born and educated, with solid knowledge of American English, grammar and syntax; comfortable with non-native English speakers; familiar with French, Russian and German.

### RELEVANT HIGHLIGHTS

#### Résumé Writer

2002-present

Susan Ireland's Résumé Service, Berkeley, CA

- Collaborate daily with clients both locally and worldwide in corporate, academic, white-collar and blue-collar fields to produce powerful, individualized résumés.
- Utilize the latest in computer technology to facilitate communication and to increase speed and efficiency of the long distance process by up to 25%.
- Consistently receive referrals and testimonials from clients who have used their new résumés to find better jobs; satisfied comments include:
  - “The résumé...gives me a boost of confidence to see that I really do have the skill sets that can be translated into the work force.” (Person re-entering the workforce)
  - “You really helped me to focus on what was important ... the end product is more original than what I have seen ... not the same old tired phrases.” (Senior IT manager)
  - “What a privilege to watch your process in transforming my original drab document into a dynamic, engaging piece.” (Business manager)
  - “Thanks .... for making me look so good on paper.” (Senior corporate executive)
- Conducted onsite interviews with staff anticipating layoff from a variety of positions at a manufacturing facility and, respecting a tight timeline, produced résumés that emphasized their transferable skills.

#### Direct Sales Representative

1993-02

Vector Marketing, Olean, NY & Cell Tech International (now Simplexity Health), Klamath Falls, OR

- Solicited and performed in-home interviews to elicit needs from 2000 potential customers for Vector Marketing and converted 80% into sales.
- Placed in top three out of 500 Vector Marketing sales representatives in a seven-state region for three consecutive years, and in top 20 nationwide for four years.
- Crafted and distributed monthly educational articles, on a wide variety of health-related topics, that boosted Cell Tech product sales, referrals and repeat business.

**Previous Positions:** office administrator, editor, Russian interpreter, business owner, personal growth trainer, promoter, head waitress and dance teacher.

### EDUCATION & TRAINING

In-depth training in the art and science of résumé writing, Susan Ireland, Berkeley, CA  
B.A. (Honours), Russian Language and Literature, Leeds University, Leeds, UK