

RESUME WRITER & CAREER CONSULTANT

Experienced consultant supports career transitions through resume development, career coaching, professional branding services, biographies, and interview preparation. Offers 18 years' international business experience including 7 as the founder and principal of a boutique resume and career consultancy. Deadline-driven and detail-oriented professional who collaborates with clients to produce focused and empowering representation for new career opportunities.

- ✓ Created a boutique resume and career consultancy in 2010. Grew the business organically through referrals, refined service offering, and supported hundreds of international clients through career transitions.
- ✓ Produced more than 100 original resumes and an equal number of professional profiles on a part-time basis across 7 years.
- ✓ Promoted through increasingly responsible finance, product management and relationship management roles at First Republic Bank between 2001 and 2009 and again between 2012 and 2013.
- ✓ Established a Singapore-based practice for a financial services firm between 1998 and 2000.

Professional Experience

PROMOTE YOURSELF, London and San Francisco Founder | Principal | Resume Writer, January 2010 – Present

Conceptualized and created a boutique resume consultancy in London, England for a client base comprised predominantly of management (10+ years of experience) through executive level professionals. Originally focused on resumes and career consulting then expanded the service offering with LinkedIn summaries, professional branding services and interview preparation. Verticals represented include technology, telecommunications, financial services, professional services, healthcare/ biotechnology, commercial real estate, manufacturing and Non-profit/NGO.

- Created hundreds of original resumes, LinkedIn profiles, cover letters and branding statements across numerous functions that included executive leadership team, general management, sales, marketing communications, customer success, finance, legal, program management and product development/management.
- Developed business plan. Defined service offering and process for client interaction and creation of deliverables.
- Led branding and marketing efforts and established online presence (www.promoteyourselfnow.net).
- Transitioned the business to San Francisco in 2011. Developed and delivered Elevator Pitch workshop series in the same year.
- Retained as a consultant by The Conversion Company to create professional LinkedIn profiles. Interviewed and prepared profiles for 20 C-suite executives.

FIRST REPUBLIC BANK, San Francisco

Relationship Manager, Lending, September 2004 – April 2009 and September 2012 – December 2013

First Republic Bank is a NYSE listed private bank delivering consumer and business banking, real estate lending, trust and investment banking services in major metropolitan areas across the U.S. As contributor to one of the Bank's top-producing sales teams, focused on establishing and managing private banking relationships with high net worth individuals, businesses and non-profit organizations. Specialized in residential real estate loan origination with additional expertise in commercial real estate lending.

- Generated more than \$200 million in new business for the Bank during tenure with average loan size of \$700,000.
- Maintained record of zero loan losses on all loans originations (2004 – 2012).
- Exceeded loan quota year-over-year while maintaining excellent credit quality.
- Selected by COO to manage confidential employee loan originations.
- Maintained excellent working knowledge of FNMA residential real estate lending guidelines.
- Identified and realized cross sell opportunities for deposit growth, cash management, trust, foreign exchange, wealth management and business banking.
- Acquired Series 7 and 63 Licenses.

Manager, Strategic Planning & Analysis, Finance, January 2004 – September 2004

Tapped to manage the 5-year business plan that included scenario planning, cash flow projection and management of the Bank's balance sheet and income statement. This role required significant collaboration across all business units and quarterly reporting for the Board of Directors.

Web Product Manager, Internet Services, March 2001 – January 2004

Recruited to manage online brokerage and develop and launch the Bank's innovative online wealth management platform. Collaborated with business groups and external vendors to create a fully functioning transaction engine with account aggregation capability. Supervised multiple vendors and collaborated with all business units to ensure on-time project delivery and regulatory compliance. Managed redesign and launch of Brokerage Online in 2003.

Contract Position: Project Manager, Secondary Marketing, January 2001 – March 2001

TEMPLE BAR INTERNATIONAL, Financial Consultant, December 1998 – June 2000

Developed a Singapore-based practice for this independent brokerage firm through networking, business development efforts, financial product sales and effective account management.

Education

1997: University of Bath, England, Bachelor of Science with Honors, Molecular and Cellular Biology

Noteworthy

2012-2014: Board Member BTCCC (Belvedere Tiburon Child Care Center and Preschool)

2014 – 2017: Volunteer, Hospice By the Bay

Fluent business-level Polish