

SHEILA CAMILLUS

Professional Résumé Writer



Helping you
DEVELOP | DESIGN | REFINE
a winning first impression

FIND ME HERE

937.886.0129
sheila@careercollaborations.com
linkedin.com/in/sheilacamillus
twitter.com/SheilaCamillus

I dig for details, connect dots, and organize information chaos, then weave highlights together in the form of compelling personal branding materials. As a listener, wordsmith, and marketer, I help clients build confidence and win interviews.

My business has grown almost solely from referrals. Here's why:

- I produce exceptional quality work with equal emphasis on content and design.
- I spend up to two hours getting to know my clients so that I reflect their personalities, work styles, and stories properly.
- With a highly collaborative approach, I work through as many rounds of revisions as needed to ensure that clients are happy.

Key Qualifications:

- Certified Professional Resume Writer (CPRW), since 2008
- Member, Professional Association of Resume Writers (PARW)
- MBA, hiring management, and broad business experience
- 6+ years of professional résumé-writing experience

TESTIMONIALS

My old résumé and cover letters weren't getting me anywhere, but in a matter of a few weeks I am getting calls for interviews!

Never have I seen such an extraordinary [résumé]. I believe it is life changing...

I just attended a large industry function in which I had the opportunity to meet with a couple of serious suitors. I can't put to words how well my résumé was received. You did a smashing job.

I sent [my résumé] to two recruiters yesterday, and both of them said it was one of the best they'd ever seen.

[Sheila] took my résumé that I thought was good and turned it into a masterpiece.

PROFESSIONAL EXPERIENCE

CAREER COLLABORATIONS (Hire Impact Résumés, LLC), Dayton, OH Résumé writing, cover letter writing, interview preparation Owner/President	2/2008 – present
MERRILL LYNCH & CO., INC. (now Bank of America), San Francisco, CA Global Markets and Investment Banking Group (GMI), Institutional Sales Vice President/Business Manager (promoted from Assistant Business Manager, 2/2003)	10/2000 – 8/2006
QUADRAMED CORPORATION , San Rafael, CA Sales (medical software and services) Commissions Manager	9/1999 – 9/2000
FRANKLIN TEMPLETON , San Mateo, CA Treasury Accounting Control Operations Specialist	4/1998 – 6/1999
ST. PETER'S ADULT LEARNING CENTER , Baltimore, MD Employment assistance for developmentally disabled adults Job Coach	8/1994 – 8/1995
Temporary: Revenue Accountant (6 months), Fund Accountant (2 months), Non-profit Development Intern (2 months)	

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DIRECT OR CROSS-FUNCTIONAL TEAM EXPERIENCE

Human Resources

Interfaced with HR regarding selection of staff and new hire/termination policies and paperwork. Interviewed and recommended/selected candidates for administrative, sales, and IT positions.

IT: Network/Desktop Support

Held dotted-line management role over local IT team. Worked closely with group to understand computer, market data, and telecommunication systems for expense approvals.

IT: System Design/Programming

Managed roll-out of several new company-wide reporting systems to office. Presented problems and needs to programmers and teamed with them to develop workarounds and long-term solutions.

Sales/Marketing

Supported software sales team as Commissions Manager. Supported financial services sales office as Business Manager. Created sales reports, budgeted and approved client entertainment, and managed technology needs.

Accounting/Finance

Performed various budgeting and accounting roles, including A/R and fund accounting. Teamed with corporate accounting and finance groups to analyze expenses, learn reporting software, and manage expense approvals.

Compliance

Managed many financial-service supervisory functions, including reviewing correspondences, approving expenses, and monitoring trades. Worked with corporate audit/compliance team to ensure office's adherence to internal and external regulatory policies.

Non-Profit

Worked with developmentally disabled adults as a job coach, training clients in basic employment skills. Interned in a development department, creating a resource guide for funding opportunities.

CLIENTS & PRIMARY AREAS OF FOCUS

*My background in the investment industry makes me especially qualified to help financial services professionals, but I work with individuals from a **broad range of industries** and at **all levels**, from recent graduates to C-level executives.*

Financial Services: buy side & sell side ▪ equity, fixed income, options/derivatives ▪ hedge funds ▪ fund of funds ▪ investment managers ▪ family funds ▪ portfolio management ▪ operations ▪ trading ▪ research sales ▪ HR ▪ investor relations ▪ relationship management ▪ business development ▪ prime brokerage ▪ compliance

Other Niche Markets: sales ▪ marketing ▪ project management ▪ finance/accounting ▪ engineering ▪ manufacturing

EDUCATION & LICENSURE

MBA, BOSTON UNIVERSITY. Boston, MA. 1997
Beta Gamma Sigma academic honor recipient

B.A., Psychology, UNIVERSITY OF NOTRE DAME. South Bend, IN. 1994

St. Mary's College Semester Around the World Program. Fall, 1993
Studied at Stella Maris College in Chennai, India.
Toured 11 Asian and European countries.

Formerly held FINRA licenses (expired): Series 6, 7, 9, and 63

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www.careercollaborations.com