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SUMMARY: I am a recruiter and career coach with 26 years of experience. I am the author of the acclaimed “Prove it and Win!” book and career coach system, plus several innovations that use a proof-of-performance strategy as the foundation for extraordinary career growth. I have designed and implemented national recruiting programs for Fortune 500 companies, and I am a frequent guest speaker at career fairs and professional association events.

I will bring my Prove it and Win! Career Performance Portfolio to the first interview with third-party, proof-of-performance documentation that supports my resume claims.

Professional Experience

Career Portfolio Systems Inc. Minneapolis, MN **1/2008 – Present**

Publisher and producer of career planning development products and services that help people advance in their careers.

Founder and President

- Developed and produced the **Prove it and Win! Career Coach System™**.
- Established the national database of **Prove it and Win! Portfolio Professionals** – these certified professionals can document their proof-of-performance in their job interviews.
- Conducted work shops and seminars on: How to build a Prove it and Win! Career Performance Portfolio – Winning the job offer with your portfolio – Effective Career Planning with a Career Portfolio.
- Frequent guest speaker at college career days, job fairs and professional association events.

PrincetonOne Minneapolis, MN **3/2003 – 12/2007**

Executive Search Firm and an Affiliate of MRI – Management Recruiters International – the largest recruiting service in the world.

Account Executive

- Top producing executive recruiter in a staff of 12 in 2004 and 2006.
- Developed and produced DVD on how to build and use a career portfolio in job interviews. My job candidates required the fewest job interviews per offer because I helped them prove the claims on their resumes. Both job candidates and hiring managers appreciate the value of a **Prove it and Win! Career Performance Portfolio** in the interviewing process. It is a win-win for both and saves time and energy. Best of all, proof-of-performance facilitated the best job fit between company and the new hire.

Career Directions Inc. Minneapolis, MN 3/1995 – 3/2003

CDI developed and facilitated Career Performance Materials and workshops. We also recruited and placed new employees with small to Fortune 500 companies.

Founder and President

- Wrote, published and sold book: *Proof of Performance – How to Build a Career Portfolio to Land a Great New Job*. Book was featured in USA Today, MonsterTrak, Star Tribune and Gannet News. Joyce Lain Kennedy – the leading national career columnist – awarded it Book of the Year for job interviewing.
- St. Cloud State University made our book and portfolio workshop mandatory for all students enrolling in the College of Business.
- Nationally recruited and placed top performing professionals.
- Featured speaker at major job fairs.

C.H. Robinson World Wide Eden Prairie, MN 5/1988 – 2/1995

World's largest transportation and produce brokerage service in the world.

Corporate Recruiting Manager

- Developed new national college recruiting program that resulted in over 800 successful hires in 90 cities in USA, Mexico and Canada.
- Hired and managed staff of 5 recruiters and administrative support personnel.
- Recruiting cost per hire was one-half the national average
- Reduced turnover in first two years by 50%.
- Always surpassed yearly hiring goals and revenue projections/profits.

Sales Search Inc. Eden Prairie, MN 1983 – 1995

National recruiting service that specialized in recruiting and placing sales professionals.

President/Owner and Account Executive

- Hired and Managed executive recruiters
- Conducted effective job interviewing workshops.
- My largest and most successful client - C.H. Robinson World Wide - bought Sales Search from me and I stayed on as corporate recruiting manager (see above).

Education

Bachelor of Science: Business Administration, St Cloud State University – St Cloud, Minnesota

Published: The Last Dance – in – Chicken Soup for the Soul – a national best seller!