

BECCA KRONENBITTER | CAREER COACH

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CERTIFIED PROFESSIONAL RESUME WRITER & NATIONALLY CERTIFIED CAREER COUNSELOR

An accomplished, empathetic, and solution-focused career strategy Coach and Writer modernizing resumes and LinkedIn profiles to increase interviews and offers for job seekers. Dynamic coach with 10+ years of experience supporting clients through career transitions and changes. Experienced teaching career success strategies to 10-300 students and professionals. Encourage & advance experiential learning, educational access, networking, & economic empowerment.

SKILLS & QUALIFICATIONS

Resume & Cover Letter Editing | Career Coaching | Industry & Academic Exploration | Entry Level - Executive Applications
Empathetic Needs Assessments | Career Transitions | Career Assessments: MBTI, SII, Values, Skills | Confidentiality
Interview Preparation & Practice | Salary Research | Negotiation | Remote & In-Person Instruction | NCDA | CPRW | NCC

CAREER COACHING AND TEACHING EXPERIENCE

- OWNER, WRITER, & COACH | Revisions | Remote 2020 - Present
- Write, edit, and design brand materials including LinkedIn profiles, resumes, and cover letters for clients.
 - Resource job seekers through career exploration, interview preparation, job sourcing strategies, and negotiations.
- CAREER MENTOR | Pathrise | Remote 2022 - Present
- Mentor 60 fellows through their job search to achieve career advancement and an average increase in salary of 15%.
 - Coach job seekers on interview preparation, practice, and follow up to increase confidence, accuracy, and impact.
- RESUME & COVER LETTER WRITER | Randstad RiseSmart | Remote 2020 - 2023
- Edit and design an average of 30 resumes and cover letters a month with focus on client goals, transferable skills, and applicant tracking system (ATS) parameters.
 - Write resume, cover letter, and social media profile content for Randstad RiseSmart, Monster.com, and Wounded Warrior Project clients including active-duty military, veterans, and military spouses.
- CAREER COACH | General Assembly | Remote 2021 - 2022
- Taught 12 - 24 - week - long career readiness workshop series to diverse cohorts ranging from 10 - 75 tech students.
 - Coached a range of 75-140 tech bootcamp students and graduates at a time through significant career transitions.
 - Achieved average of 4.8/5 Net Promoter Score (NPS) on student and job seeker satisfaction surveys.
 - Partnered with job seekers on action plans resulting in over 90% of employment goals met within 6 months.
- ASSISTANT DIRECTOR OF STUDENT SERVICES FOR CAREER READINESS | University of Vermont 2019 - 2021
- Managed Career Readiness Program serving 1,500 undergraduate and graduate students.
 - Taught 35 - 45 Computer Science and Data Science students an online career preparation course.
 - Presented and developed 15 - 20 career education workshops reaching over 500 students a semester.
 - Mentored 55 students through the Grace Hopper Celebration, a 25K person tech conference and career fair.
- CAREER COUNSELOR | Front Range Community College, Larimer Campus 2015 - 2019
- Coached 700+ diverse students and Alumni ranging in ages from 14-85 per year.
 - Created and facilitated an innovative career advising training for a team of 60 academic advisors.
 - Implemented new career management system to build and enhance 5K employer partnerships.

EDUCATION & CERTIFICATIONS

- M.Ed. in Counseling and Career Development | Colorado State University Fort Collins, CO
- B.A. in Sociology | University of Colorado Boulder Boulder, CO
- Certified Professional Resume Writer (CPRW) | Professional Association of Resume Writers September 2022 - Present
- National Certified Counselor (NCC) | National Board for Certified Counselors January 2016 - Present