

# BECCA KRONENBITTER, M.Ed., NCC, CPRW

Rebecca.Kronenbitter@gmail.com | in/beccakronenbitter | www.careerrevisions.com

## CERTIFIED PROFESSIONAL RESUME WRITER & CAREER COUNSELOR

An empathetic, solution-focused career strategy coach and certified resume writer modernizing and designing application materials to increase interviews for job seekers. 15+ years of experience supporting clients through career advancement.

Encourage experiential learning, networking, and economic empowerment for clients at every career stage from exploration to negotiation. Expert applicant tracking system optimization for entry level to executive applications.

## SKILLS & QUALIFICATIONS

**Writing:** ATS-friendly Resume & Cover Letter Editing | Tailored Messaging | Proofreading | Grammar & Style Consistency

**Career Coaching:** Empathetic Needs Assessments | Career Transitions | Confidentiality | Interview Preparation

Goal Setting | Salary Research | Market Research | Offer Negotiation Coaching | Action Plan Accountability Partnership

**Mock Interview Facilitation & Feedback:** Behavioral & Case Interviews | Constructive Feedback | STAR Method

**Remote & In-Person Instruction:** Workshop Facilitation | Curriculum Design | Teaching Practices | Learning Outcome

**Assessments:** MBTI | Strong Interest Inventory (SII) | Values Clarification | Skills Inventory | Interpretation & Debriefing

**Project Management:** Google Suite | Microsoft Office Suite | Slack | Trello | Notion | Asana | Time Management

## CAREER COACHING AND TEACHING EXPERIENCE

**FOUNDER & COACH** | Career Revisions, Inc. | Remote 2020 - Present

- Write, edit, and design brand materials for 30+ clients a month improving interview rates by an average of 43%.
- Delivered career exploration and job search strategy sessions resulting in an average 4.9/5 satisfaction rating.
- Facilitate 20+ remote workshops a year for groups ranging in size from 15 - 350 on job search strategies.

**EXECUTIVE RESUME WRITER & CAREER COACH** | Georgetown University | Washington, DC / Remote 2024 - Present

- Provide career guidance to 65+ Executive MBA students and alumni a year, increasing confidence during transitions.
- Support clients through interview preparation and practice contributing to offers at Fortune 500 companies.

**RESUME & COVER LETTER WRITER** | Randstad RiseSmart | Remote 2020 - 2023

- Produced 50+ documents weekly, including resumes, cover letters, and LinkedIn profiles for diverse clients.
- Ranked in top 5% of writers for turnaround time and client satisfaction; contributed to 30 - 50% faster re-employment outcomes for military-affiliated job seekers.

**CAREER COACH** | General Assembly | Remote 2021 - 2022

- 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 90%+ of employment goals met within 6 months.

**ASSISTANT DIRECTOR OF STUDENT SERVICES FOR CAREER READINESS** | University of Vermont 2019 - 2021

- Taught 35 - 45 Computer Science and Data Science students an online and in person career preparation course.
- Presented and developed 15+ career readiness workshops reaching 1200+ students a semester.

**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 a career advising training for a team of 60 academic advisors.
- Implemented 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, 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