

# CAMILLE CARBONEAU ROBERTS

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## STRATEGIST ♦ WRITER ♦ FEDERAL EMPLOYMENT EXPERT ♦ TRAINER

Twenty years of successful experience helping clients gain employment, promotions, and change careers, by developing and strategically writing a variety of marketing documents including Federal résumés, narrative statements, job proposals, thank you letters, LinkedIn and social media profiles, networking materials, professional bios, and web résumés.

### SUMMARY OF QUALIFICATIONS

- ♦ Proficient knowledge and expertise in each of the 10 steps to a successful job search.
- ♦ Exceptional skills in analyzing job announcements and incorporating the required information into the candidate's personal marketing materials without embellishing, yet promoting their knowledge, expertise, abilities, and skills to the employer in a way that piques their interest to know more.
- ♦ Outstanding ability to interview clients to gather valuable information in order to develop successful documents to get the interview.
- ♦ Research, write, edit, proofread, and produce the highest quality documents that captivate the reader enticing them to want to learn more about the candidate.
- ♦ Employment expert—Federal and state government, as well as private sector.
- ♦ Effective communication skills—writing, speaking, listening, and presenting.
- ♦ Knowledgeable in thousands of job descriptions and have access to valuable resources to aid in the job search, as well as create effective job search strategies.
- ♦ Expertise in Federal résumés, narratives, cover letters, thank you letters, job proposals; large, complex requests for proposals, and other documents including business plans.
- ♦ Passionate about helping clients get interviews, and ultimately the job.
- ♦ Resourceful, organized, professional, personable, genuine, motivated, compassionate, knowledgeable, dedicated, honest, and can be counted on to get the job done right the first time.
- ♦ Sound decision-making and problem-solving skills.
- ♦ Performs well under stressful conditions maintaining professionalism and dedication at all times.
- ♦ Outstanding customer service—takes pride in exceeding customer expectations.
- ♦ Write and edit scientific and technical training materials, employee handbooks, job descriptions, proposals, press releases, brochures, sales presentations, technical reports, and scientific reports.
- ♦ Produced successful written materials and interview coaching for some of the highest ranking senior leaders in Federal government and the military, as well as private sector.
- ♦ Proficient knowledge of Windows, Word, Excel, PowerPoint, Outlook, Internet Explorer, WordPerfect, Presentations, QuickBooks, and many other software programs.

### KEY JOB SEARCH COMPETENCIES

- |                                  |  |                               |
|----------------------------------|--|-------------------------------|
| ✓ Federal Résumés                | ✓ Job Boards/Job Banks                                 | ✓ Interview Coaching          |
| ✓ Private Sector Résumés         | ✓ <a href="http://www.usajobs.gov">www.usajobs.gov</a> | ✓ Salary/Benefits Negotiating |
| ✓ Knowledge, Skills, & Abilities | ✓ Analysis/Research                                    | ✓ Job Proposal Letters        |
| ✓ Executive Core Qualifications  | ✓ Master/Expert Writer                                 | ✓ Keen Business Acumen        |
| ✓ Professional Qualifications    | ✓ Strategic Planning                                   | ✓ Internet Job Search         |
| ✓ Technical Qualifications       | ✓ LinkedIn/Social Media                                | ✓ Résumé Submission           |
| ✓ Résumé Distribution/Blasting   | ✓ Building Relationships                               | ✓ Results Driven              |

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## CERTIFICATIONS

Certified Military Résumé Writer. \*Pending completion October 2009.  
Behavioral Consultant and Authorized DISC Administrator  
Certified Employment Interview Professional  
Certified Federal Résumé Writer and Coach  
Certified Professional Résumé Writer  
Certified Internet Job Search Expert  
360 Reach Branding Analyst

## SELECTED PUBLICATIONS

Published Contributor, Career Planning and Adult Development Journal  
Published Contributor, Job Search Bloopers and How to Avoid Them  
Contributing Author to the CDI Career Industry Mega Trends Report  
Published Contributor, 101 Best Résumés for College Graduates  
Published Contributor, Best Résumés for College Graduates  
Published Contributor, Expert Résumés for Baby Boomers  
Published Contributor, 2,500 Keywords to Get You Hired  
Published Contributor, RésuméMaker Deluxe Software  
Published Contributor, No-Nonsense Job Interviews

## PROFESSIONAL MEMBERSHIPS

Member, Certification Committee, Professional Association of Résumé Writers & Career Coaches  
Charter Member, Association of Online Résumé and Career Professionals  
Member, Professional Association of Résumé Writers & Career Coaches  
Member, Career Directors International Research Committee  
Charter Member, Career Directors International  
Member, National Résumé Writers Association

## EMPLOYMENT

**STRATEGIST/WRITER/CONSULTANT/INSTRUCTOR. CC Career Services, Idaho Falls, Idaho. 1989–Present.**

- Direct and manage the daily activities of an established, successful, fast-paced business.
- Present solid career strategies by coaching job seekers on résumé writing, interviewing, salary negotiation, and other career-related subjects.
- Pioneer new methods of achieving success in the job search.
- Teach clients a variety of strategies in achieving interviews, and ultimately the job.
- Provide exceptional client services involving gaining employment, promotions, changing careers, and changing jobs.
- Perform exceptional writing services and conduct interview training for a variety of clients.
- Present workshops on career-related topics at international career conferences, job services, and to private and public groups.

## AWARDS / HONORS

President's Award, Career Directors International. 2008.  
Toast of the Résumé Industry Award Nominee. 2003 and 2006.  
Idaho National Engineering Laboratory Supplier of the Year Award, Woman–Owned Business. 1994.

Testimonials of my work can be found at: [www.ccCareerServices.com/testimonials.php](http://www.ccCareerServices.com/testimonials.php)