

Rachel Kowalczyk

CAREER TRANSITION SPECIALIST

📍 Denver, CO

📞 (303) 555-0172

✉️ rachel.kowalczyk@email.com

🌐 linkedin.com/in/rachelkowalczyk

Certificates

Certified Professional Resume Writer (CPRW)

Professional Association of Resume Writers and Career Coaches

09/2022

Skills

Outplacement • Resume Writing

LinkedIn • Interview Coaching

Salary Negotiation

Workshop Facilitation

Applicant Tracking Systems

Microsoft Office

Communication Skills

Summary

Career transition specialist with 6 years in outplacement and recruiting, guiding laid-off professionals from notice to new role. Coaches 40 clients at a time on resume writing, LinkedIn, networking, interview coaching and salary negotiation, and runs group sessions for companies going through layoffs. Former corporate recruiter who knows how hiring teams screen candidates.

Experience

Career Transition Specialist

02/2023 - Present

Summit Outplacement Partners

Denver, CO

Outplacement firm serving 60 corporate clients in the Mountain West.

- Coach **40** displaced professionals at a time, with 72% landing new roles within 4 months.
- Deliver on-site transition workshops during layoffs at 15 companies with 20 to 300 affected employees each.
- Rewrite resumes and LinkedIn profiles for mid-career clients so they pass applicant tracking systems.
- Guide clients through offer comparison and salary negotiation, adding a median \$6,000 to first offers.

Corporate Recruiter

05/2020 - 01/2023

Rocky Ridge Health System

Aurora, CO

Regional health system with 6,500 employees.

- Recruited for 35 open roles at a time in finance, IT and operations, filling 180 positions a year.
- Interviewed 25 candidates a week and trained hiring managers on structured interviews.
- Built LinkedIn Recruiter searches and a pipeline of 900 passive candidates.
- Managed requisitions in the applicant tracking system and Microsoft Office reports for 12 hiring managers.

Education

Bachelor of Science

05/2020

Colorado State University

Fort Collins, CO

Human Resource Management