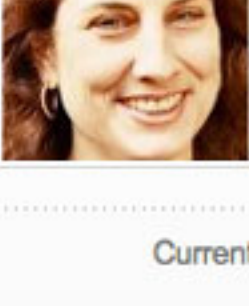


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Thea Kelley2nd

Resumes LinkedIn Profiles Bios Interview
Prep Job Search Strategy Coaching
San Francisco Bay Area | Professional Training & Coaching

Current

Resume Writer, LinkedIn Profile Writer, Career Coach, Job Search Coach at Thea Kelley Career Services

Past

Trainer (Contract) at Aderant
Career Coach / Job Search Instructor at Lee Hecht Harrison
Courseware Developer at Old Republic Home Protection
[see all](#)

Education

California State University-Northridge
John F. Kennedy University
Seminars

Recommendations

12 people have recommended Thea

Connections

378 connections

Websites

Job Search Tips
Does Your Resume Have It?
Free Career Advice on Facebook

Twitter

[Follow @TheaKelley](#)

Public Profile

<http://www.linkedin.com/in/theakelley>

Share

PDF

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Summary

Marketing your skills: Is it an art or a science? I think it's both, and that there's far more to it than many people realize. My clients often say I make it "painless." Well, it's a collaboration and there's work involved for both of us, but I've been told I take a lot of the stress out of it.

Peace of mind is hard enough to find in the working world. How many of us today are free from anxiety about employment? I can help you replace that fear with mastery so you can say "The ball is in my court. I know how to get the job, the assignment, or the clients I want."

I use my 10+ years experience in coaching and employment services to assist people in taking charge of the skills and tools to advance in their careers. I also bring 20 years of professional writing and editing to the table.

Whether in coaching or writing, clients count on me for polished, strategically smart work. As one wrote, "Thea is intelligent, thoughtful and precise and truly cares about her clients." (For more, please see the recommendations below.)

Others have come for job interview coaching and landed great jobs, even after months of unsuccessful searching. One received two offers and wrote, "Today I signed the offer for Associate Marketing Director. I am beyond thrilled ... I could not have gotten to this wonderful place (where I have choices!) if not for your tips ... Your coaching has been outstanding!"

Bottom Line: My clients' modest investments in my services have paid for themselves many times over.

Build your brand and become more confident and powerful in the work marketplace. My goal is not only to help you get a job, but to provide lifetime career skills that allow you to choose where, when and how you will work.

Free Consultation
thea@theakelley.com
(510) 528-4166, 8 a.m. - 7 p.m. Pacific Time

Specialties
Resume Writing, LinkedIn Profile Writing, Career Coaching, Job Search Strategy, Branding, Interview Coaching, Career Management, Cover Letters, Writing, Training

I specialize in serving mid-career professionals and managers.

Certifications

Global Career Development Facilitator (GCDF)

Center for Credentialing and Education - www.cce-global.org | October 2009 to October 2014

Certified Professional Resume Writer (CPRW)

Professional Association of Resume Writers and Career Coaches - www.parw.com | October 2009

Certified Personal and Professional Coach (CPPC)

The Coaches Training Institute - www.thecoaches.com | January 1996

Social Networking Career Strategist (SNCS)

The Academies - www.theacademies.com | March 2012 to March 2014

Online Professional Networking Strategist (OPNS)

The Academies - www.theacademies.com | May 2012 to May 2014

Recommendations For Thea

Resume Writer, LinkedIn Profile Writer, Career Coach, Job Search Coach
Thea Kelley Career Services


"I first hired Thea to help me overhaul and update my resume. She made it as painless as one could expect for such a daunting task, and I'm very pleased with how it turned out. Since then I've hired her to help me customize cover letters and more recently she's become my as-needed career coach, providing me with thoughtful advice and asking useful questions during my evolution into a new area of specialization." *June 2, 2010*
Top qualities: Great Results, Personable, Expert
[3rd](#) Sara C.
hired Thea as a Resume Writer in 2008, and hired Thea more than once


"Thea was recommended to me as an excellent resume writer... an understatement to say the least... As an experienced Career Transition Coach, I found her to be compassionate, empathetic, and a great listener. She asked relevant questions about my career goals and aspirations, and was able to capture them on paper. It was a pleasure collaborating with her, and I'm very pleased with my Call Center Manager resume. I now know the reason she came highly recommended!" *May 16, 2010*
Top qualities: Great Results, Expert, Creative


[...more recommendations snipped...]


Thea Kelley's Files


Resume SamplesMenu


 Resume Sample #1, IT Director.pdf05/31/1288 KB

 Resume Sample #2, Versatile Marketing Manager.pdf05/31/1296 KB

 Resume Sample #3, HR Training.pdf05/31/12113 KB

 Resume Sample #4, Insurance Executive.pdf05/31/1290 KB

 Resume Sample #5, High Tech Sales & Mktg....ger.pdf05/31/12100 KB

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Experience

Resume Writer, LinkedIn Profile Writer, Career Coach, Job Search Coach
Thea Kelley Career Services

2008 – Present (4 years) | San Francisco Bay Area

Consult and collaborate with individuals at all career levels and in a wide variety of industries to craft job search strategies and communications that frequently lead to career breakthroughs.

• Write resumes, cover letters, LinkedIn profiles and bios for dramatically increased response rates. (I am not affiliated with LinkedIn Corporation.)

• Coach job seekers in best practices for job interviews: how to gain rapport, develop and tell success stories, answer tough questions, ask the right questions, and close - memorably and authentically.

• Teach proven techniques to make networking easier and more effective - for introverts as well as natural schmoozers!

• Write useful job search articles seen on Examiner.com.

• Earn strong positive testimonials seen on Yelp and on this page.

Thea has 4 recommendations (4 clients) including:
[3rd](#) Sara C.
[3rd](#) Allison L.

Trainer (Contract)
Aderant

Privately Held; 201-500 employees; Computer Software industry
2008 – 2012 (4 years)

Train legal assistants, supervisors and attorneys on CompuLaw Vision, the industry's premier legal calendaring software. (Independent contractor with CompuLaw since 2008; CompuLaw became part of Aderant in 2011.)

• Known for supportive customer service and excellent teaching skills.

Thea has 2 recommendations (2 clients) including:
[3rd](#) Rosa R.
[3rd](#) Joseph S.

Career Coach / Job Search Instructor
Lee Hecht Harrison

2008 – 2009 (1 year)

Facilitated two-day workshops for diverse groups of corporate managers and professionals for global leader in career transition services (outplacement).

[...more experience snipped...]

Skills & Expertise

Career Services

Career Coaching

Career Transitions

Career Counseling

Career Development

Career Management

Career Advancement

Resume Writing

LinkedIn

Cover Letters

Interview Coaching

Employment

Coaching

Writing

Writing Skills

Editing

Editorial Skills

Curriculum Writing

Curriculum Design

Curriculum Development

View All (34) Skills

Education

California State University-Northridge

BA, Journalism / Public Relations
Kappa Tau Alpha honors

John F. Kennedy University

Graduate Certificate in Organizational Psychology

Seminars

Resume Writing, LinkedIn Profile Writing, Social Media, Networking, Interviewing, Coaching Skills

Hundreds of hours of training from 1995 to present in all aspects of job search, through institutions including:

• Lee Hecht Harrison

• Resume Writing Academy

• National Resume Writers Association

• Career Thought Leaders

• The Academies

Additional Information

Websites:

• Job Search Tips

• Does Your Resume Have It?

• Free Career Advice on Facebook

Twitter:


[Follow @TheaKelley](#)


Interests:


Social media, reading (how-to, imaginative fiction), creative writing (lyrics), singing (hear me at www.soundcloud.com/theakelley), gardening, sustainable living


Groups and Associations:


Career Directors International (CDI)
Professional Association of Resume Writers (PARW)

 9 minutes a day
[Join](#)

 About.com Job Search and Careers
[Join](#)

 [Join](#)

 [Join](#)

 [Join](#)

[...more groups snipped...]

Contact Thea for:

• career opportunities

• consulting offers

• new ventures

• expertise requests

• reference requests

• getting back in touch

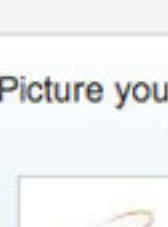
Send a message to Thea Kelley

• Get introduced through a connection


• Send InMail

Connect

Send InMail
Get introduced through a connection
Save Thea's Profile

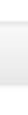


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How you're connected to Thea


You




[2nd](#) Thea Kelley

Thea Recommends (3)


Peter A., Teacher, Coach

 In the early 1990s I was studying life coaching...

Scott M., Administrative Assistant, Lee Hecht Harrison

 As a new consultant with LHH I always knew that...

Lucy R., Program Coordinator, JVS

 Lucy is omni-competent. I worked with her on...

[See all Recommendations >](#)

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