



EXECUTIVE CAREER COUNSELOR

Executive Career Counselor with over a decade of experience pioneering a technologically progressive career counseling system. Primary goal is to impart life-changing career self efficacy and inspiration by providing empathic coaching, personalized guidance and finely tuned career search resources to diverse populations from graduate students to executive clientele.

Relevant Achievement: Pioneered highly successful distance counseling strategy, processes and procedures at the University of California, Davis Graduate School of Management for the Working Professional and alumni populations.

Specialties: Creating On-Line Career Services Systems & Delivery, Professional Resume & Cover Letter Editing, Remote Relationship Building, Case Note Administration, Job Search & Networking Techniques, Social Media, Webinars, Interview Prep

Publications: *Job Search Process From an Expert Career Counselor:* <http://wallethub.com/blog/tips-from-a-career-counselor/1520/>, January 2014; *E-Counseling, as it Pertains to Career Counseling*, March 2011; *Career Counseling Theory*, based on Humanistic mix of Existential, Person Centered, Gestalt and Behaviorism, 2006

EDUCATION, TRAINING & LICENSURE

Master of Science, Career Counseling, California State University, Sacramento, December 2006 (GPA 4.02*)

- Studied Psychology Career Counseling Theory in depth to create a Counseling Theory
- Aided a new Adjust Professor in teaching “Career Systems Development”, resulting in an unprecedented A+*
- Created study aids that were adopted by classmates to facilitate greater understanding of course curriculum
- Authored 4 comprehensive case studies based on particular theories and techniques

Bachelor of Arts, Psychology, California State University, Sacramento

MBTI Practitioner, 2006 – Present

Korn Ferry Leadership Architect®, **Voices®** and **viaEDGE® Certified Leadership Coach**, January 2014

California Bureau of Real Estate License # 01414882, April 2004 – Present

CAREER COUNSELING & SYSTEM DEVELOPMENT EXPERIENCE

University of California, Davis, Graduate School of Management, Career Counselor, January 2006 to Present

- Pioneered an extremely effective remote style of counseling to provide Career Counseling to MBA students totaling over 1300 students in 11 years, averaging a case load of approx. 250+ students at any given time, available to +/- 4,000.
- Provide in-person and remote counseling that takes each client through every step of the career development process including self assessments (MBTI, CareerLeader, Strengthsfinder, etc.), resumes, cover letters, self-promotion, social media, networking strategies, job search, interviewing, and negotiations.
- Counsel MBAs going into diverse industries: Marketing, Finance, Strategy, Consulting, Renewable Energies, Health Care, Technology, Consumer Packaged Goods, Non-Profit Management, Corporate Social Responsibility, etc. Select Companies of Clients Include: Google, Apple, Sony, Paypal, CalPERS, Blackrock, Well Fargo Financial, Cisco, Intel, PG&E, Chevron, State of California, Lawrence Livermore Lab, Genentech, Blue Shield, and countless more.
- Created the 1st ever Working Professionals’ Career Development On-Line Handbook while overhauling and organizing the entire Career Development Website in 2008.
- Created the first ever Summer Career Development Webinar Series in 2011 for the incoming Full Time Day class as the first part of their new Career Development Curriculum. Created the webinars with Adobe Presenter and PowerPoint, created 36 uploads and corresponding assignments; delivered and administered to 60 students from June - Sept. using the UC Davis SmartSite, the same application the professors used for the MBA curriculum.
- Updated Webinar Series Summer 2012, delivered and administered remotely: resume, cover letter and informational interviewing assignments to 50 MBA and 30 Master of Professional Accountancy students in 3 month time frame.
- Create meticulous case notes which is key to effective counseling of large case loads over time, in all stages of their career development processes. Proven track record of assisting students in guiding, coaching and mentoring students in the entire career development process that they will utilize for the rest of their lives.
- Contribute to the strong bonds students’ feel with the Graduate School of Management which adds to their positive view of the school for years to come as they decide on their annual contributions to the GSM.



Angel McCormack Career Counseling, Executive Career Counselor, January 2006 to Present

- Work with a diverse clientele of C-level career changers or enhancers in various industries (acceptance of new clients based on current caseload).
- Counsel as needed to interpersonal issues surrounding their past/present careers and their future goals, incorporating a whole life perspective.
- Design professional resumes and cover letters for general use and geared to specific openings.
- Administer and interpret MBTI (Myer's Briggs Type Indicator) and other self assessment tools as needed.

California State University, Sacramento, Career Counselor, Summer 06, Graduate Student Counselor, Fall 05

- Counseled 125 CSUS students during 3 month internship assignment regarding career development issues
- During Career Center remodel, pro-actively set up remote operation at a satellite location on campus as to keep the negative impact the closure had on students to a minimum. Provided in person and remote guidance.

REAL ESTATE & MARKETING EXPERIENCE

TRI Commercial Real Estate, Marketing Consultant, February 2006 to Present

- Create and execute comprehensive marketing strategy for the Apartment Advisory Team
- Marketing efforts have contributed to over \$300 million worth of commercial real estate sales (42 multi-family transactions totaling over 3117 units & land) since August 2006.
- Designed www.ApartmentAdvisoryTeam.com website to mirror TRI Commercial's main site; manage solely and independently of the TRI Commercial site having used PHP Editor & Firezilla programs, upgraded to WordPress.
- Develop marketing pieces (tri-fold brochures, postcards, ads) to print ready format for direct mail campaigns.
- Conduct extensive market research and segmentation in Northern California's apartment markets; maintain various databases including REA (Real Estate Applications), multiple excel spreadsheets, and outlook email.

Property Manager, July 2003 to April 2012

- Managed 2 single family homes in Land Park built in 1928, for a Bay Area owner.
- Experienced 7 turnovers, advertising and coordinating move-outs/move-ins perfectly resulting in no loss of rent for any month on either homes for a decade.
- Worked with the City of Sacramento on a Rental Inspection, coordinating upgrade to an entire electrical wiring system of one of the homes to bring it up to code. Worked with contractors on bathroom remodel.

Coldwell Banker / Keller Williams, Realtor / Administrative Consultant, August 2004 to January 2006

- Partnered with a top listing agent for 16 months to create administrative system for his RE business.
- Processed 125 residential real estate transactions in the 16 month assignment; designed the team's business cards.
- Moved entire operation from Coldwell Banker to Keller Williams 11 months into assignment, closing out existing transactions at Coldwell Banker while opening up escrows and setting up new processes at Keller Williams.
- Produced a comprehensive operations manual based on most efficient systems & trained my planned replacement.

Marcus & Millichap Real Estate Investment Brokerage, Marketing & Escrow Coordinator, 05/03 to 06/04

- Developed marketing pieces using proprietary software for Multi-Family Investment Properties valued from \$1,000,000 to over \$55,000,000. Intricately involved in the Marketing & Escrow Process of over \$40,000,000 worth of sales in 12 months.
- Worked daily with high net worth individuals and the lawyers on their acquisitions or dispositions under escrow.
- Prepared Legal Contracts: Purchase Agreements, Counter Offers, Contingency Removals, Addendums, etc.

COMMUNITY SERVICE

Holiday Angel Program Coordinator, Christmas 2008 – Present

On Behalf of TRI Property Management and TRI Commercial

- Raised over \$40,000 from TRI Commercial's vendors & staff for children at Sacramento Children's Receiving Home. Interfaced with Receiving Home, managed funds, drafted tax letters to donators.

Adopt-a-Family Coordinator, Christmas 2006 & 2007

On Behalf of TRI Property Management and TRI Commercial

- Raised \$3,200 in 2007 & \$2,000 in 2006 from TRI Commercial's vendors for 8 families in Dos Rios District.
- Interfaced with Dos Rios, manage funds, drafted tax letters to donators, and helped deliver gifts to the families
- Created flyer with photos of the families at gift delivery, detailing results for distribution to vendors and staff.