**Brett Ellis**

Atlanta, GA | brettelliscms@gmail.com | LinkedIn.com/in/brettellis1

**Certified Career Coach & Resume Writer, Helping Clients Land the Jobs They Love**

**Career development leader** recognized for his ability to coach professionals through career transitions, utilize innovative instructional methods, and organize award-winning job readiness programs. 6+ years in education and entrepreneurship have contributed to an impressive reputation of creatively educating groups and helping every client find meaningful work.

**Value Offered**

* Career Exploration
* Talent Development
* Resume Writing
* Job Search Coaching
* Interview Preparation
* LinkedIn Engagement
* Teaching & Training
* Curriculum Building
* Group Facilitation

**Professional Experience**

BRETT ELLIS CAREER MARKETING SERVICES, Atlanta, GA  **January 2017 – Present**

**Career Coach, Speaker, Resume Writer**

Launched resume writing business from the ground up; successful conception has led to additional services of LinkedIn profile optimization, career coaching sessions, interactive presentations, speaking engagements, and outplacement services.

* Uphold a 5-star rating on Google, an “A rating” on Angie’s List and numerous positive LinkedIn recommendations for quality resumes, cover letters, LinkedIn services, client education practices, and excellent customer service.
* Consulted an all-day career development conference resulting in an increase of over 50% in resume writing and cover letter proficiency; sessions led to the creation of over 100 LinkedIn profiles.
* Selected to lead a University Relations and Recruiting session through the National Association of Colleges and Employers on the topic of “Recruiting & Employee Success for Millennial and Gen-Z Talent.”

KENTUCKY STATE UNIVERSITY, Frankfort, KY **April 2018 – August 2018**

**Interim Director of Career Services (Temporary)**

Consulted by the University President to develop a strategic improvement plan, lay the foundation for consistent student engagement, design online career development content through social media, and implement succession plans for future staff.

* Developed a library of student-centered how-to guides, resources pages, and career development lesson plans by delegating content to staff strengths and training staff on best practices and national standards.
* Increased social media following by 150% by hosting a Finals Week stress relief program, encouraging online student engagement, and developing online career advice content through Tip Tuesdays & Motivation Mondays.

GEORGIA STATE UNIVERSITY, Atlanta, GA  **July 2015 – March 2018**

**Residence Hall Director**

Earned leadership praise for a dynamic strategic plan designed to boost staff morale and retain quality employees through a revamp of individual career coaching sessions, a revitalized leadership training program, and resident satisfaction initiatives.

* Pioneered 2 leadership and career development programs that elevated employee satisfaction, job readiness, and organizational development skills through introduction of literature and intentional teambuilding.
* Contributed to the full-cycle hiring process of professional and student staff members through resume review, behavior-based interviewing, staff selection, onboarding, training, professional development and staff evaluation.

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL  **June 2013 – June 2015**

**Graduate Assistant, Academic Advising & First-Year Programs**

Appointed curriculum resource guide for college course by advising superiors in career development activities, effective teaching methods, and simplified assessment tools; a distinction never awarded to a Graduate Assistant.

**Education & Certifications**

**Associate Professional of Talent Development (APTD),** Association of Talent Development, *April 2018*

**Associate Professional in Human Resources (aPHR),** Human Resource Certification Institute, *January 2018*

**Certified Employment Interview Consultant,** Career Directors International, *June 2017*

**Certificate: Online Job Search & Reputation Management,** Career Directors International, *March 2017*

**Certified Advanced Resume Writer:** Career Directors International, *December 2016*

**Master of Science: Higher Education Administration,** Florida International University, *May 2015*

**Certified Teaching License: Business, Computers, & Marketing,** Illinois State Board of Education, *May 2013*

**Bachelor of Science: Business Education,** Illinois State University, *May 2013*