

SUSAN GUARNERI

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Careers Development Professional and Certified Trainer. National Certified Career Counselor and Certified Personal Branding Specialist with background in career counseling and job-search coaching for adults in career transition. Proven track record in adult training, executive coaching, and program development in academic, non-profit, corporate (Fortune 500), and government settings. Supervisory and leadership experience. Expertise in:

- ✓ Distance Career Counseling
- ✓ Employee-Development Programs
- ✓ Personal Branding
- ✓ Program Design / Development
- ✓ Web-Based Assessments
- ✓ Career Coaching
- ✓ Behavioral Interview Coaching
- ✓ Careers Program Administration
- ✓ Teaching / Training

Published Writer and Public Speaker. Contributed to 32 careers-industry books and authored articles for *The Princeton Business Journal*, CareerJournal.com, CareerBuilder.com, CoreNetGlobal.com, and Monster.com (among others). Interviewed on Dick Bolles' Radioshow *JobTalk*, and *New Jersey Network* video series. Presenter and facilitator at national and regional careers conferences, as well as business industry meetings, for past 10 years.

Program Design/Administration. Author of New Jersey (NJ) Women's Business Center's SUCCESS program (career development for low-income women), NYC Summer Youth Employment Program, and NJ Urban Schools Service Corps Train-the-Trainer Program. Administered Job Search Services Program at career services agency.

Industry Recognition. Master Resume Writer – Lifetime Achievement Award (Career Directors International). Nancy C. Righter Service Award (New Jersey Association of Women Business Owners). Selected guest blogger and contributor on three e-books on resume writing, interviewing, and job search for CareerHub.com.

EDUCATION M.S., Guidance & Counseling, The Johns Hopkins University, Baltimore, MD
B.S., Zoology, The University of Wisconsin, Madison, WI
Certificate in Training, Mercer County Community College, Trenton, NJ

LICENSES Licensed Career Counselor and Licensed Professional Résumé Writer

CERTIFICATIONS National Certified Counselor – NCC
National Certified Career Counselor – NCCC
Distance Career Counselor – DCC
Master Career Counselor – MCC
Certified Personal Branding Strategist – CPBS
Certified Career Management Coach – CCMC
Certified Professional Résumé Writer – CPRW
Certified Expert Resume Writer – CERW
Certified Employment Interview Professional – CEIP
International Job & Career Transition Coach – IJCTC
Certified Career Transition Jumpmaster (Parachute Associates)

MEMBERSHIPS American Counseling Association – ACA
National Career Development Association – NCDA
Career Directors International – CDI
Professional Association of Résumé Writers and Career Coaches – PARWCC
Wisconsin Career Development Association – WCDA
The Career Masters' Institute – CMI
Reach Communications and Reach Branding Club – RBC
International Association of Career Coaches – IACC
Parachute Associates

**Board of Directors/
Advisory Committee** CDI; Chair – Innovation Advisory Committee; Career Assessments Advisor
Wisconsin Career Development Association
Career Masters Institute; Career Assessments Advisor

PROFESSIONAL EXPERIENCE**Executive Director / Career Consultant, GUARNERI ASSOCIATES** 1993 to Present

- Designed, developed, promoted, and delivered customized organizational-development programs based on needs analysis and measurable outcomes. Incorporated creative approaches, such as personality assessments for interview coaching, team building and leadership development, to meet client needs.

Representative clients and projects:

AT&T, Sadat Engineering - Diversity Training for Management

Pharmanet and FMC Corporation - Team Building using MBTI Personality Assessment

Pharmacopeia - Management Development and Supervisory Coaching

General Motors Corporation - GED / Basic Skills Counseling and Coaching

NJ Urban Schools Service Corps - Job Search Train-the-Trainer

MD Dept. of Human Resources - Welfare Reform Train-the-Trainer

Mercer County Community College – Adjunct Faculty in Division of Corporate and Community Programs

Janssen Pharmaceutica – Support Staff Communications Development Workshops

Lucent Technologies – Management Development and Diversity Training

Princeton Adult School, Princeton Job Club – Career Planning, Job Search and Resume Programs

- Grew private practice with high rate of repeat/referral business. Initiated and delivered career-development, job-search, branding, and business-development consulting for culturally diverse clients (6000+ to date).
- Used web-based interface, emails, instant messaging, teleconferences, webinars, and in-person presentations to market, present, and follow-up on all programs.

Results: Received excellent evaluations, reviews and testimonials for curriculum design, counseling clarity and motivation, and training success. Achieved strong pattern of customer loyalty and referrals.

Career Counselor, HOWARD COMMUNITY COLLEGE, Columbia, MD 1992 to 1993

Career-planning and job-search counseling for multi-cultural, economically disadvantaged, and disabled students.

- Created and led interactive career planning and job-search workshops for academic classes and programs, as well as community outreach programs. Conducted needs assessments and intake counseling, interpreted career assessments, and facilitated individual and group counseling for special-needs students and adults.
- Promoted student-recruitment initiatives for multi-cultural Tech Prep program enrollment. Spearheaded speaking engagements with schools, parents, faculty, and general public on Tech Prep vision and mission. Chosen by Dean of Students to represent pioneering program at new-student orientations and career fairs.
- Served as liaison to K-12 school districts for launch of Tech Prep recruitment activities. Built strong network with school guidance counselors and college faculty to drive student referrals.

Director of Job Search Services/Assoc. Director, CAREERSCOPE, INC., Columbia, MD 1985 to 1993

Career services program design, delivery and administration. Volunteer recruitment, training and supervision.

- Administered job search services program for non-profit career services agency, supervising one full-time staff member and 30 para-professional volunteers. Oversaw budgets and grants (\$130,000+ annually), as well as community outreach events, marketing and public relations.
- Trained, evaluated and supervised non-profit volunteers in career counseling, entrepreneurship coaching, and group presentation techniques. Reinvigorated volunteer recruitment and retention, boosting membership by 500% and improving client satisfaction ratings by 150% within five years.

Fund-Raising Event Coordinator, FAMILY LIFE CENTER (non-profit), Columbia, MD 1986 to 1988**Executive Assistant to Placement Director, JOHNS HOPKINS UNIVERSITY, Baltimore, MD** previously