

PAULA WAGNER, MA, RPC

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Career Coaching & Resume Writing

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PROFESSIONAL SUMMARY

Motivational, collaborative and results-oriented Career Coach & Résumé Writer with 15 years experience guiding diverse individuals and groups through all phases of career development toward genuine work/life fulfillment in a wide variety of fields. Core strengths and accomplishments include:

- Keen ability to communicate across cultures and build rapport through sensitivity and deep listening.
- Extensive experience assisting people living with disabilities in overcoming barriers to employment.
- Familiarity with local/global/green labor markets, community services, training and online resources.
- Workshop Facilitator: Self-Assessment, Résumé Writing, Interviewing, Salary and Job Search Strategy.
- Multi-lingual with strong writing skills, experience living abroad and understanding of relocation issues.
- Creator of *Résumé Plus*©: Clients reports 100% success in securing interviews using this technique to increase career focus and interview confidence via the writing process.

EXPERIENCE

Career Counselor LifeWork Careers, Berkeley, CA 1998-Present

- Offer full-cycle career solutions and résumé services to a diverse and loyal clientele, based on a partnership model of self-empowerment, in a private practice setting.
- Administer and interpret online self-assessment tools such as the *Meyers Briggs Type Indicator* (MBTI), *Self-Directed Search* (SDS), *Elevations* and *California Career Zone*.
- Create authentic and highly successful résumés utilizing the *Resume-Plus*© technique.

Resume Writer / Vocational Coach Positive Resource Center, San Francisco, CA 2000-2008

- Wrote, edited, and formatted hundreds of résumés and coached highly diverse job seekers representing all professions and skill levels in overcoming employment barriers due to disability.
- Facilitated Self Assessment workshops and interpreted individual results to promote career awareness.
- Maintained electronic client files, collaborated with staff and participated in fundraising galas.

Regional Manager Environmental Careers Organization (ECO), San Francisco, CA 1997-1998

- Facilitated paid, career track environmental internships for college students and recent graduates.
- Managed contracts and developed hiring relationships with federal, state and municipal employers.
- Supervised a staff of five and acted as liaison with ECO headquarters in Boston to coordinate activities.
- Conducted trainings in five states and presented at a national environmental career conference.

Job Developer / Career Coach Golden Gate University, San Francisco, CA 1994-1996

- Instrumental in launching a successful Co-Op Education Program of paid internships for academic credit.
- Developed hiring relationships with businesses and non-profits; liaised with students, faculty and staff.
- Taught Job Search classes and adapted curriculum to meet the needs of international students.

Employment Specialist Jewish Vocational Service (JVS), San Francisco, CA 1992-1994

- Expanded the JVS hiring network of Bay Area employers and advocated for job candidates.
- Organized career forums on industries ranging from hi-tech and bio-tech to business and the arts.

EDUCATION & TRAINING

Masters, Career Development - Focus on Intercultural Communication, John F. Kennedy University
Bachelors of Arts, Women's Studies, San Francisco State University
Graduate, Institute for Intercultural Communication - Intensive Program, Portland, OR
Registered Professional Counselor (RPC) - MBTI Qualified

COMMUNITY AFFILIATIONS

Member, California Career Development Association (CCDA)
Founding President/Member, Bayshore Childcare Services Advisory Board, Daly City, CA