

SHEILA CAMILLUS

Certified Professional Resume Writer

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I dig for details, connect dots, and organize information chaos, then weave highlights together in the form of compelling personal branding materials. As a listener, wordsmith, and marketer, I help clients build confidence and win interviews.

My business has grown almost solely from referrals. Here's why:

- I produce exceptional quality work with equal emphasis on content and design.
- I spend up to two hours getting to know my clients, so that I reflect their personalities, work styles, and stories properly.
- With a highly collaborative approach, I work through as many rounds of revisions as clients need to ensure they love the end product.

Key Qualifications:

- Certified Professional Resume Writer (CPRW), since 2008
- Member, Professional Association of Resume Writers (PARW)
- MBA, hiring management, and broad business experience

TESTIMONIALS

“ My old resume and cover letters weren't getting me anywhere, but in a matter of a few weeks I am getting calls for interviews!”

Never have I seen such an extraordinary [resume]. I believe it is life changing...”

I just attended a large industry function in which I had the opportunity to meet with a couple of serious suitors. I can't put to words how well my résumé was received. You did a smashing job.”

I sent [my resume] to two recruiters yesterday, and both of them said it was one of the best they'd ever seen.”

[Sheila] took my resume that I thought was good and turned it into a masterpiece.”

Professional Experience



CAREER COLLABORATIONS (Hire Impact Resumes, LLC), Dayton, OH 2/2008 - present
WRITING: resumes • cover letters • LinkedIn profiles • executive bios
COACHING: job search strategy • interview preparation • individual and group career-direction planning
Owner/President



MERRILL LYNCH & CO., INC. (now Bank of America), San Francisco, CA 10/2000 - 8/2006
Global Markets and Investment Banking Group (GMI), Institutional Sales
Vice President/Business Manager (promoted from Assistant Business Manager, 2/2003)



QUADRAMED CORPORATION, San Rafael, CA 9/1999 - 9/2000
Sales (medical software and services)
Commissions Manager



FRANKLIN TEMPLETON, San Mateo, CA 4/1998 - 6/1999
Treasury Accounting Control
Operations Specialist



ST. PETER'S ADULT LEARNING CENTER, Baltimore, MD 8/1994 - 8/1995
Employment assistance for developmentally disabled adults
Job Coach

Temp: Revenue Accountant (6 months) • Fund Accountant (2 months) • Nonprofit Development Intern (2 months)

Direct or Cross-Functional Team Experience

Human Resources ●

Interfaced with HR regarding selection of staff and new hire/termination policies and paperwork. Interviewed and recommended/selected candidates for administrative, sales, and IT positions.

IT: Network/desktop support ●

Held dotted-line management role over local IT team. Worked closely with group to understand pc, market data, and telecommunication systems for expense approvals.

IT: System design/programming ●

Managed roll-out of several new company-wide reporting systems to office. Presented problems and needs to programmers, and teamed with them to develop workarounds and long-term solutions.

Sales/Marketing ●

Supported software sales team as Commissions Manager. Supported financial services sales office as Business Manager. Created sales reports, budgeted and approved client entertainment, and managed technology needs.

Accounting/Finance ●

Performed various budgeting and accounting roles, including A/R and fund accounting. Teamed with corporate accounting and finance groups to analyze expenses, learn reporting software, and manage expense approvals.

Compliance ●

Managed many financial-service supervisory functions, including reviewing correspondences, approving expenses, and monitoring trades. Worked with corporate audit/compliance team to ensure office's adherence to internal and external regulatory policies.

Nonprofit ●

Worked with developmentally disabled adults as a job coach; trained clients in basic employment skills. Interned in a development department; developed a resource guide for funding opportunities.

Clients & Primary Areas of Focus

My background in the investment industry makes me especially qualified to help financial services professionals, but I work with individuals from a **broad range of industries** and at **all levels**, from recent graduates to C-level executives.

Financial Services: buy side & sell side • equity, fixed income, options/derivatives • hedge funds • fund of funds • investment managers • family funds • portfolio management • operations • trading • research sales • HR • investor relations • relationship management • business development • prime brokerage • compliance • industry analysis

Other Niche Markets: sales • marketing • project management • finance/accounting • engineering • manufacturing

Education & Licensure

MBA, BOSTON UNIVERSITY. Boston, MA. 1997
Beta Gamma Sigma academic honor recipient

B.A., Psychology, UNIVERSITY OF NOTRE DAME. South Bend, IN. 1994

St. Mary's College Semester Around the World Program. Fall, 1993
Studied at Stella Maris College in Chennai, India.
Toured 11 Asian and European countries.

Formerly held FINRA licenses (expired): Series 6, 7, 9, and 63

CLICK HERE FOR WEBSITE

Here you'll find details about my service offerings, process, pricing, and additional client testimonials:

www.careercollaborations.com