

# DANA LEAVY-DETRICK

159 20<sup>th</sup> Street, Brooklyn, NY 11232

PHONE: (347) 123-4567 | EMAIL: [dana@brooklynresumestudio.com](mailto:dana@brooklynresumestudio.com)

- High school graduate targeting internship opportunities in the fields of computer science and programming.
- Strong knowledge of HTML, CSS, graphic design, basic website development, and social media.
- Actively involved in volunteer and community-based projects focused on technology and education.
- Passionate about design, programming, and remaining up-to-date on industry trends.

## EDUCATION

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**Boston University**, Boston, MA Expected 2017  
BA, Communications, Italian Minor

**Morristown High School**, Morristown, NJ 2013  
Computer Science Club, Students Against Drunk Driving (SADD), Soccer Team

## EXPERIENCE

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**Verizon Headquarters** | New York, NY January 2017 – Present  
*Social Media Intern*

- Assists the marketing team in evaluating social media campaigns using Twitter, Facebook, and Instagram.
- Participates in product marketing team meetings, reporting to the Director of Device Technology.
- Prepares reports for the leadership team.

**Girls Who Code** | New York, NY September 2016 – December 2016  
*Technology Intern*

- Attended daily sessions and completed self-directed projects as an introduction to HTML coding.
- Built a mobile gaming application to educate users on symptoms of multiple mental health disorders.

**Café XYZ** | Brooklyn, NY June 2015 – November 2016  
*Hostess*

- Greeted and directed customers to open tables upon entering the restaurant.
- Answered phones and assisted customers in booking reservations for small and large groups.
- Participated in daily team meetings to understand menu specials and review upcoming reservations.

## VOLUNTEER WORK

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**Habitat for Humanity** April 2014 – Present  
*Volunteer*

Part of a team responsible for rebuilding houses impacted by Hurricane Sandy and other disasters.

**JCH Summer Camp** Summer 2014 / Summer 2015  
*Camp Counselor*

Supervised children ages 4 and 5 in daily camp activities such as swimming, arts and crafts, and meal time.

## AWARDS

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William Paterson University Annual Foreign Language Poetry Contest – Honorable Mention (2015)  
Academic Scholarship, Boston University (4 Years)

## SKILLS

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- *Software*: Adobe Photoshop, Adobe Illustrator, Microsoft Office (Word, PowerPoint, Excel), HTML
- *Social Media*: Twitter, Facebook, LinkedIn, Instagram
- *Languages*: Bilingual Fluency in English and Spanish; Knowledge of Russian
- *Other Skills*: Cello (6 years), Waterskiing; Types 70 Words Per Minute

# DANA LEAVY

442 16<sup>th</sup> Street, Brooklyn, NY 11232

PHONE: (347) 123-4567

EMAIL: dana@brooklynresumestudio.com

## SUMMARY

Experienced administrative assistant with the proven ability to work in fast-paced and performance driven-environments. Well-versed in all standard desktop applications and social media platforms. Possesses excellent work ethic, organization, and communication skills.

## EDUCATION & TRAINING

**IONA COLLEGE** | New Rochelle, NY  
**BBA, Management Major**

Magna Cum Laude

Delta Epsilon Sigma, Member

Golden Key Honor Society, Member

CCF Scholarship, Recipient

## AWARDS

### Iona College Management Medal

Awarded the Hagan School of Business Management Medal from the management department at Iona College.

## SKILLS

Administration, Problem Solving, Leadership, Teamwork, Time Management, Organization, Communication, Detail Oriented, Coaching

Software: MS Office (Word, PowerPoint, Excel, Outlook), Social Media, Photoshop, Basic HTML

## EXPERIENCE

**ASPYRE ASSOCIATES** | New York, NY

**Administrative Assistant**

July 2016 – Present

- Assist the recruitment team with administrative duties such as preliminary screening of candidate resumes, scheduling interviews, filing, data entry, and answering phones and emails.
- Researches active and passive candidates on job boards.
- Conduct phone interviews with potential candidates.

**CHELSEA PIERS** | New York, NY

**Figure Skating Instructor**

Feb 2014 – Present

- Work with parents to develop schedules and provide feedback.
- Teach group classes of 5-15 students and private lessons.
- Train clients for competition, showcases and freestyle testing.
- Coordinate parties and events of 30-50 guests/skaters.

**BROOKLYN RESUME, LLC** | New York, NY

**Administration Intern**

Oct 2014 – Jan 2015

- Provided administrative support to members of a real estate firm.
- Assisted with accounting, rent collection, and tracking payments.
- Managed calendars, incoming calls, and responded to messages.
- Performed additional customer outreach as required.

## VOLUNTEER WORK

**Young Adults Auxiliary** | **COLUMBUS CITIZEN FOUNDATION**

Coordinate two events per year to raise money for the elementary, high school and college scholarship programs.

**Competitive Figure Skater, Judge** | **MULTIPLE ORGANIZATIONS**

Performed in charity showcases supporting Toys for Tots, 9/11 Victims, and Allergy Research at Chelsea Piers, Nassau Coliseum, and the Plaza Hotel. Served as a judge for multiple figure skating competitions across New York State.

**Participant** | **OUT OF THE DARKNESS WALK – IONA COLLEGE**

Raised \$5,000 as part of the Iona College Rowing Team to raise awareness for suicide prevention.

# DANA LEAVY-DETRICK

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w: [www.bklynresumestudio.com](http://www.bklynresumestudio.com) | t: @danaleavy

li: [linkedin.com/in/danaleavy](https://www.linkedin.com/in/danaleavy)

## SUMMARY

Resume writer, career consultant, and personal branding strategist with extensive experience advising multi-level professionals on career planning, marketing, and job search strategy. Combines 10 years of professional recruiting and hiring expertise with 6 years of independent consulting experience to create career development programs, tools, and resources to help professionals across multiple fields and experience levels navigate personal and professional transition. Approaches personal brand building from an entrepreneurial perspective, educating clients on best practices for reputation marketing, networking, content, design, and creative self-promotion.

## AREAS OF EXPERTISE

- Resume Writing, Editing & Analysis
- Job Search Strategy Planning
- Personal Brand Development
- Interview Preparation
- Career Development Workshops
- Hiring & Recruiting Trends
- Employment & Labor Guidelines
- Creative Portfolio Reviews
- Team Leadership & Training
- Information Design

## EXPERIENCE

**Founder / Senior Resume Writer** | **BROOKLYN RESUME STUDIO** | Brooklyn, NY 2010 – Present  
Established a multi-service resume writing, career consulting, and creative branding agency catering to multi-level professionals across a diverse range of industries. Hired, trained, and manage a team of freelance writers, designers, and administrative support staff. Work with clients to design and develop custom marketing materials (resumes, cover letters, digital profile content, bios) that effectively communicate career history and goals. Educate candidates on job search best practices, career transition strategies, and digital marketing tools through one-on-one consultations and group workshops. Contribute original content and thought leadership to major media outlets.

**Creative Recruiting Consultant** | **INDEPENDENT** | New York, NY 2011 – 2012  
Partnered with independent recruiting agencies and internal recruiting departments to fulfill temporary, contract, and full time staffing needs. Specialized in sourcing, interviewing, and marketing mid and senior-level professionals advertising, marketing, creative, and technology. Clients included advertising agencies, creative firms, startups, and design shops.

**Client Services Manager** | **THE INFO PRO** | New York, NY 2009 – 2011  
Managed client relationships for a market research firm catering to technology organizations within Fortune 1000 corporations. Oversaw client involvement in the PEER Network, TIP's professional platform for the IT industry. Coordinated discussion panels, marketing calls, and networking to drive engagement with TIP's research and product offerings.

**Recruiter / Operations Manager** | **DIGITAL PEOPLE** | Boston, MA 2004 – 2009  
Oversaw internal recruiting and business operations for a placement firm catering to freelance marketing, design, new media, and technology professionals in Boston and New York. Worked with 500+ multi-level job seekers to match talent to contract and full time positions based on skill and expertise. Oversaw the placement process through one-on-one pre-screening, qualifying, interviewing, coaching, skill testing, and on-boarding. Reviewed portfolios and advised talent on presentation, interviewing, and resume writing. Trained, coached and developed internal staffing team on recruitment and hiring processes.

**Talent Coordinator** | **CLICK TALENT MANAGEMENT** | Boston, MA 2003 – 2004  
Coordinated new business opportunities for a commercial talent management agency that catered to retail advertising in the Boston and New York markets. Managed and placed over 200 talent in print advertising jobs and runway events. Advised talent around portfolio development, marketing, and interview preparation.

*Earlier experience as a Communications Intern for **KORTENHAUS COMMUNICATIONS** in Boston (2003).*

## EDUCATION

Certified Professional Coach | **INSTITUTE FOR PROFESSIONAL EDUCATION IN COACHING (IPEC)**  
BS, Communications, Minors in Visual Arts & Italian | **BOSTON UNIVERSITY**

## MEMBERSHIPS & AFFILIATIONS

**Freelancers Union** – Brooklyn SPARK Co-Leader (2015-2017) / Member (2012 – Present)  
**Dress for Success** | **American Cancer Society** | **Heifer International**

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[COMPANY NAME]

Re: [JOB TITLE]

February 16, 2017

Dear Hiring Manager,

I am reaching out with interest in the [JOB TITLE] opportunity with [COMPANY NAME]. I will be graduating high school this coming Spring 2017, and am targeting a summer internship where I can continue to build upon my foundation and interest in computer science.

I have always considered myself technically savvy, ambitious, and generally drawn towards engineering as a passion and career. At seven years old, I was fixing computers and exploring the world of gaming. Since then, I've completed several independent coding projects, traveled the world in a cultural immersion program, and lent my experience and skills as a mentor to young women.

This summer, I was selected to participate in a competitive internship program with Verizon's corporate headquarters in Basking Ridge, New Jersey – where I work with Verizon's product development team to develop reports and analyze social media campaigns related to their mobile products.

I believe my strengths include:

- A strong background that includes relevant professional and volunteer experience in technology and computer science.
- Knowledge of programming languages and software including JavaScript, Python, HTML, CSS, and Adobe Creative Suite.
- An ongoing commitment to exploring new opportunities, so I can remain at the forefront of the technology field and expand my programming expertise.

I look forward to speaking with you soon, and can be available immediately to interview. Thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick



## Dana Leavy-Detrick

Executive Resume Writer & Personal Brand Strategist |  
Director of Brooklyn Resume Studio

Brooklyn, New York

Brooklyn Resume Studio

Boston University

See contact info

See connections (500+)

Add profile section

More...

Dana is a senior resume writer and personal brand strategist who has helped thousands of professionals in areas like marketing, design, technology, fashion, sales, and finance navigate career transition and develop high-impact marketing tools. With over 14 years of recruiting, consulting, and...

Show more

### Your Dashboard

All Star

Private to you

147

Who viewed your profile

74

Post views

52

Search appearances

#### Career Advice

Participate in the career advice platform: **Off**

Give back and help those who can benefit from your experience

#### Career interests

Let recruiters know you're open: **Off**

Choose the types of opportunities you'd like to be connected with

#### Salary insights

See how your salary compares to others in the community

### Articles & activity

2,799 followers [Manage followers](#)



#### SHOULD I HIRE A PROFESSIONAL RESUME WRITER?

Dana Leavy-Detrick  
Published on LinkedIn

The decision to hire a professional resume writer presents a multitude of benefits versus writing your own resume. For one, it's incredibly time-consuming. It is helpful to offload the t...see more

10 Likes

Like Comment Share



#### Brooklyn Resume Studio is featured on the front page of Time Inc's...

Dana shared this



#### How Much Detail Should My LinkedIn Profile Include?...

Dana shared this



#### 3 Things Make a Resume Stand Out: excellent content, strong branding...

Dana shared this

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### Experience



#### Founder / Chief Creative Scribe

Brooklyn Resume Studio

2010 - Present · 9 yrs

Brooklyn, NY

Brooklyn Resume Studio crafts impactful resumes and custom branded marketing materials designed to stand out in today's ultra-competitive job market. With expertise developing resumes for high-level creatives, marketers, executives, and career changers, we have partnered with thousands of clients across diverse industries. Learn More: [www.bklynresumestudio.com](http://www.bklynresumestudio.com)

Specialties: Creative & Art Direction • Digital & Integrated Marketing • Fashion Design • Product Management • Design • Brand Strategy • Executive / C-Level • Project Management • Human Resources • Software • Technology... See more



#### Founder / Chief Resume Strategist

Canna Career Partners

2018 - 2019 · 1 yr

New York, NY

Canna Career Partners is a career consulting agency serving professionals in the cannabis industry through expert resume writing and personal brand development. We specialize in helping professionals of all levels translate their experience and break into diverse specialties within the growing cannabis market. Learn More: [www.cannacareerpartners.com](http://www.cannacareerpartners.com)... See more



#### Founder / Chief Creative Scribe

Los Angeles Resume Studio

2015 - 2018 · 3 yrs

Venice, CA

Launched as the LA partner office to New York based personal branding and resume consulting agency, Brooklyn Resume Studio. Specializing in resume writing, personal brand development, and job search strategy for high-level creatives, career changers, and executive-level professionals across multiple industries.



#### Digital People

5 yrs

#### Senior Recruiter / Operations Manager

2005 - 2009 · 4 yrs

Boston, MA

Managed the internal business and recruiting operations for a creative placement firm catering to advertising, marketing, design, media and technology professionals. Responsible for implementing marketing and growth strategies, financial goals, client service and internal hiring. Worked with 500+ job seekers on their job search strategy and professional objectiv... See more

#### Creative Recruiter

2004 - 2005 · 1 yr

Provided job placement and career advising to over 500 talent across advertising, marketing, design, multimedia and technology. Qualified and placed talent through interviews, portfolio reviews and matching to appropriate job prospects that fit their personal and professional goals. Utilized industry relationships to create job opportunities for candidates, and worked... See more



#### Resource Coordinator

Click Model Management

2003 - 2004 · 1 yr

Coordinated job opportunities for fashion and editorial talent in the Boston and New York advertising markets. Built industry relationships with advertising and marketing agencies, fashion brands, and in-house creative departments while managing a diverse roster of talent.

### Education



#### Boston University

Bachelor's Degree, Communication & Visual Arts



#### iPEC Coaching

Professional Coaching Certification (CPC) - Transition & Career Coaching

2009 - 2010

### Skills & Endorsements

Add a new skill

View 2 pending endorsements

#### Resume Writing · 91

Endorsed by Duarte Mendonca and 1 other who is highly skilled at this

#### Career Counseling · 63

Endorsed by Maureen Lawson and 1 other who is highly skilled at this

#### Personal Branding · 22

Patrick Otto and 21 connections have given endorsements for this skill

Show more

### Recommendations

Ask for a recommendation

Received (14)

Given (14)



#### Matthew Kim

CTO / Design Director at Darwin Machine | Full Stack Development

November 9, 2017, Matthew was a client of Dana's

Dana has a natural talent in recognizing the strengths and essential qualities that make her clients stand out. As a gifted writer, she accurately conveys these qualities into well written and impactful documents. Dana is hard-working and extremely prompt. She is extremely knowledgeable and capabl... See more



#### Debi Springer

Senior Copywriter, Editor & Storyteller, US Navy Veteran

May 9, 2016, Debi was a client of Dana's

Dana is incredibly talented as a writer. She is able to take a lifetime of career highlights and translate their relevancy in today's marketplace. Dana is conscientious and is thorough in her research, and a pleasure to work with.

Show more

### Accomplishments



4

#### Honors & Awards

10 Resume Experts We Love • 9 Brilliant Career Bloggers to Follow • Named Among the "10 Consultants Who Avoid the Bullsh\*t" • Top 100 Twitter Accounts for Job Seekers

1

#### Organization

Dress For Success • Planned Parenthood (Supporter) • American Cancer Society (Supporter) • Heifer International (Supporter) • Freelancers Union (Volunteer, 2015 - 2017)

1

#### Publication

Quoted in: Forbes • Fast Company • Vogue • Refinery 29 • Apartment Therapy • The New York Post • Mashable • Business Insider • The Ladders • US News & World Report • Glassdoor

### Interests



#### The Undercover Recruiter

47,252 members



#### HR Resume Book

5,914 members



#### Hiring with LinkedIn Recruiter Lite

250,000 members



#### CFW Careers

1,747 followers



#### The Higgins Group

3,826 followers



#### The International Office

97 followers