

# LAURIE G. MORTENSON

336.233.1338

www.legworkresumes.com

connect@legworkresumes.com



## Career Coach ~ Résumé Writer ~ Job Search Specialist

**Seasoned Career Management Coach** with more than 20 years of advising and career counseling experience including career assessment, résumé writing, job search action plans and strategies, and interview preparation. Committed to the highest standard of service and delivery of cutting edge products / information.

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### VALUE OFFERED

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|-----------------------------|-------------------------|--------------------------------|
| ◆ Personalized Services     | ◆ Custom Résumés        | ◆ Professionals and Executives |
| ◆ Career & Skill Assessment | ◆ Job Search Skills     | ◆ New Graduates                |
| ◆ Job Search Strategy Plans | ◆ Networking            | ◆ Reentry Clients              |
| ◆ Brand Development         | ◆ Interview Preparation | ◆ Mid-Life Career Changers     |

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### SELECTED HIGHLIGHTS OF KEY EXPERIENCE

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#### **LegWork Résumés and Career Services**

**Founder and President** of virtual résumé writing and career coaching business serving diverse clientele.

- Write and design custom résumés, cover letters, and other marketing documents.
- Coach clients on finding meaningful work, making career decisions, writing résumés, job search strategies, networking, and interview skills.
- Résumés published in Barron's fourth edition of *Résumés that POP, Designs That Reflect Your Personal Brand* (2010) and JIST Works fifth edition of *Gallery of Best Résumés* (2011).

"Laurie is great to work with—she has a wonderful talent for bringing out the measurable accomplishments in a job. She put a lot of work into my résumé and it shows! Most importantly, I immediately saw a big improvement in employers' responses to my résumé. I sent my new résumé to an employer on Friday, and on Monday they called me to schedule an interview. Thank you so much!" — C.Z., Annapolis, MD

#### **REA - Ricklin-Echikson Associates**

**Career Consultant** delivering career management and transition assistance to relocated spouses.

- Coach clients about résumés and other employment documents, networking, interviewing, and related job search skills.
- Create customized job search strategy / action plans.
- Provide acclimation resources and information regarding new location.
- Develop and design résumés.

#### **Office of Career Development and Placement, Susquehanna University**

**Assistant Director** focusing on the delivery of comprehensive career and job placement services.

- Counseled students and alumni in career assessment, career research, decision-making, résumé and cover letter development, job search strategies, and interview preparation.
- Administered career assessments including the Myers-Briggs Type Indicator, Strong Interest Inventory, Holland's Self-Directed Search, and Work Values Inventory.
- Taught career development course to undergraduates unsure of their career target.
- Coordinated internships and other experiential education programs.

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240.603.9851



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## SELECTED HIGHLIGHTS OF KEY EXPERIENCE (CONTINUED)

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### **Academic Advising Office, Prince Georges Community College**

*Academic Advisor to a diverse population of students seeking educational and career assistance.*

- Advised students in academic and career decision-making.
- Interpreted academic placement test scores.
- Guided international students through the admissions process.
- Referred students to college and community resources to further assist their development.

### **Embassy of Kuwait Cultural Division**

*Academic Advisor to undergraduate and graduate students from Kuwait.*

- Counseled and assisted students with their transition to the United States.
- Guided students applying for college and graduate school admission.
- Monitored students' academic progress.
- Maintained records and wrote reports regarding students' progress.

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## CAREER TIMELINE

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<b>Career Consultant</b> , REA – Ricklin Echikson Associates	July 2010–present
<b>Founder and Director</b> , LegWork Résumés and Career Services, Greensboro, NC	January 2008–present
<b>Family Sabbatical</b> , Bowie, MD	June 2003–December 2007
<b>Academic Advisor</b> , Prince Georges Community College, Largo, MD	February 2001–May 2003
<b>Academic Advisor</b> , Embassy of Kuwait Cultural Division, Washington, DC	January 1995–January 2001
<b>Information Specialist</b> , ACCESS ERIC, Rockville, MD	January 1992–December 1994
<b>Information Specialist</b> , Maryland Diabetes Control Board, Baltimore, MD	December 1991–December 1992
<b>Assistant Director of Career Development and Job Placement</b> , Susquehanna University, Selinsgrove, PA	August 1989–August 1991

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## EDUCATION

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### **Certified Career Management Coach**

*Career Coach Academy*

### **Master of Education in Counseling**

*George Mason University, Fairfax, VA*

### **Bachelor of Science in Psychology**

*James Madison University, Harrisonburg, VA*

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## PROFESSIONAL ASSOCIATIONS & VOLUNTEER WORK

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**AARP—North Carolina**, Volunteer Career Advisor

**National Résumé Writers' Association**, member  
Former IT Chair Board Member

**Career Director's International**, member

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## COMPUTER SKILLS

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Microsoft Word ◆ Microsoft Excel ◆ Microsoft PowerPoint ◆ Adobe Acrobat