

# THE PROFESSIONAL EDGE

Résumé & Business Services

## LEADING CPRW AND OWNER

Own and operate a leading Certified Professional Résumé Writing Service. Built national client base by developing achievement-focused and value-based résumés, curriculum vitae, cover letters, and LinkedIn profiles that secured thousands of rewarding positions for executives, managers, directors, professionals, and entry-level job seekers.

## KEY ACHIEVEMENTS

- Secured an over 95% referral and client retention rate for developing quality career documents that produced results for all levels and industries.
- Achieved an "A+" Better Business Bureau rating for having zero complaints since the business opened in 1994.
- Hired by business owners to produce effective marketing materials that secured new clients, drove revenues, and produced exceptional brands.
- Author of national magazine articles.
- Winner of five national and international writing awards.
- Graduated with Distinction from The University of Kansas.

## CONTACT

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# NANCY HEDRICK, CPRW

## PROFESSIONAL EXPERIENCE

### Owner and Certified Professional Résumé Writer

*The Professional Edge Résumé & Business Services | 1994 - Present*

- Write, edit, and design quality career documents that demonstrate client's achievements, relevant experience, leadership skills, technical capabilities, and academic background.
- Produce federal résumés targeted for specific roles that include federal information that USAJOBS and other federal agencies are seeking.
- Provide two-hour consultations for all levels of professionals to obtain powerful content filled with results, metrics, core contributions, major projects, and areas of expertise.
- Present strategic questions during client consultations to uncover specific details that impress hiring managers and recruiters resulting in interviews, executive roles, rewarding professional positions, competitive compensation levels, and attractive benefit packages.
- Deliver quality résumés, curriculum vitae, and cover letters within 24 hours, which produced high customer service levels.
- Develop, edit, and strengthen LinkedIn profiles. Services include a telephone consultation, content development, MS Word and PDF files, site uploading, and a customized LinkedIn URL.
- Conduct career and interview coaching to provide direction, offer guidance, and improve performance.
- Create a variety of marketing materials including brochures, flyers, social media pages, website content, and business cards.

## EDUCATION AND CERTIFICATIONS

- B.G.S., Communication Studies and Human Development and Family Life, University of Kansas - Lawrence, KS
- Certified Professional Résumé Writer (CPRW), Professional Association of Résumé Writers and Career Coaches (PARW/CC)



Professional Association of  
**Résumé Writers**  
&  
**Career Coaches**  
Member 2023

