

# 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 industries and professionals.
- Achieved an "A+" Better Business Bureau rating for having no complaints since the business was established 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

Office: 785.841.0190

Email: [proedgeresumes@outlook.com](mailto:proedgeresumes@outlook.com)

Website: <https://www.proedgeresumes.com>

LinkedIn:

<https://www.linkedin.com/in/nancy-hedrick-proedgeresumes/>

# NANCY HEDRICK, CPRW

## PROFESSIONAL EXPERIENCE

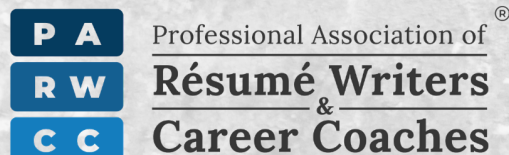
### Owner and Certified Professional Résumé Writer

*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 government agencies are seeking.
- Provide two-hour consultations for all levels of professionals to obtain powerful content including accomplishments, impressive metrics, major projects, process improvements, and areas of expertise.
- Present strategic questions during client consultations to uncover specific details that impress hiring managers and secure interviews, rewarding careers, and competitive salaries.
- Obtained high customer service levels by delivering quality résumés, curriculum vitae, cover letters, and LinkedIn profiles within 24 hours.
- Develop, edit, and elevate 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 designed to provide direction, offer job search strategies, and improve performance.
- Create a variety of marketing materials including website content, social media pages, brochures, and flyers.

## 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 (PARWCC)



Member 2026

