

NANCY HEDRICK, CPRW

Lawrence, KS 66049 | 785.841.0190 | proedgeresumes@outlook.com
www.proedgeresumes.com | www.linkedin.com/in/nancy-hedrick-proedgeresumes/

CERTIFIED PROFESSIONAL RÉSUMÉ WRITER WITH AN A+ BBB RATING

Over 25 years of experience owning and operating a leading Certified Professional Résumé Writing Service that serves local and national clients. Hired to write, edit, and design compelling résumés, curriculum vitae, cover letters, and LinkedIn profiles for all industries and career levels. Thousands of rewarding executive and professional positions were secured for national client base reflecting quality writing, professional designs, strategic questions, in-depth consultations, and client-centered approach. Technical skills include proficiency using Microsoft Word, Publisher, Excel, and Wix.

"The two hour consultation was critical to obtaining important information that I would have never thought of if I tried to create my curriculum vitae without hiring The Professional Edge. Not only did Nancy include the right information, but my CV and cover letter were well-written and highlighted my achievements and professional background. The curriculum vitae and cover letter that Nancy created helped me secure a tenure-track position with a leading university." ~ Tara M.

PROFESSIONAL EXPERIENCE

THE PROFESSIONAL EDGE RÉSUMÉ & BUSINESS SERVICES | Lawrence, KS 1994 – Present
Owner and Certified Professional Résumé Writer (CPRW)

Manage all aspects of The Professional Edge Résumé & Business Services; AKA: The Professional Edge. Primary roles include document creation, editing, consulting, coaching, digital/social media marketing, sales, and administration. Two-hour client telephone consultations are conducted to build relationships, gain trust, and obtain valuable information. Content is used to develop individualized, targeted, and high-impact career documents for all levels and fields.

- Enhanced client's professional brand, attracted recruiters, secured new roles, and expanded networking capabilities by writing and editing impressive LinkedIn profiles.
- Performed interview and career coaching services, which increased job search outcomes, provided guidance, and improved career exploration strategies.
- Achieved an over 95% referral and retention rate for exceeding client expectations by developing achievement-focused and value-based career documents, obtaining key content, producing ATS-friendly résumés and high-impact designs, and providing a six to 48-hour turnaround time.
- Hired by business owners and realtors to create brochures, professional profiles, programs, and business cards that drove revenues, secured customers, and increased brand performance.
- Obtained new clients by producing marketing materials including the company website, Facebook and Google My Business pages, social media posts, digital advertisements, flyers, brochures, business cards, and Nancy's LinkedIn profile.

- Designed a display advertisement for King Pharmacy, which appeared in *H.E.A.L. Magazine*, a national publication.
- Sold 28 greeting card sentiments to *Renaissance Greeting Cards* and *Broom Designs, Inc.*
- Appointed to develop personal greeting cards for a bereavement group at Lawrence Memorial Hospital.
- Secured proceeds for Chapter HZ, P.E.O. by creating 25 specialty cards for the organization.
- Won three international and two national poetry awards throughout career.

"Nancy you created a résumé for me about a month ago and I just wanted to let you know how wonderful I thought it turned out. Within probably one week of sending it out, I had a call and was hired into a new position with a local surgery center, which is just what I was looking for! I am so happy in my new role and I am also making more money! After I took the position, I was also called for another job that I applied for but I had to turn down.

Thank you so much again for all of your help! I will definitely use your services again when I need to update my résumé." ~ Amy F.

EDUCATION AND CERTIFICATIONS

B.G.S., Communication Studies/Human Development and Family Life

University of Kansas | Lawrence, KS | Graduated with Distinction

Graduate and Graduate Assistant

Dale Carnegie Course | Mission, KS

Certified Professional Résumé Writer (CPRW)

Professional Association of Résumé Writers and Career Coaches (PARWCC) | 2010 - present

PUBLICATIONS

Hedrick, N.J. (April 1995). Don't Worry - There Is a Solution for Some Types of Hair Loss. *Let's Live, "America's Foremost Health & Preventive Medicine Magazine,"* 66-68.

Hedrick, N.J. (September 1994). Dramatic Effects of Color Analysis. *Let's Live, "America's Foremost Health & Preventive Medicine Magazine,"* 66-70.

Hedrick, N.J. (June 1994). The Secrets Behind Products, Ingredients and Skin. *Let's Live, "America's Foremost Health & Preventive Medicine Magazine,"* 64-65.

PROFESSIONAL MEMBERSHIPS

- National Résumé Writers' Association (NRWA), 2022 - present
- Professional Association of Résumé Writers and Career Coaches (PARWCC), 2010 - present