

ROBIN SCHLINGER, BSChE MIT, CFRW, CMRW, CPRW, CECC, JCTC

855 Peachtree St NE 602 • Atlanta, GA 30308 • 404-875-2688 • robinschlinger@robinresumes.com

RESUME WRITER | CAREER COACH

Accomplished, recognized leader in **Resume Writing and Career Coaching**, with more than 16 years of success creating superior Federal and civilian resume packages and coaching clients by drawing upon previous achievements in chemical engineering, process engineering, quality engineering, process development, information technology, process control, research, and strategic planning. Earned Bachelor of Science in Chemical Engineering (BSChE) degree from MIT with a concentration in writing. Write job-winning Federal resumes for clients, resulting in referrals and many letters of appreciation. Noted for advanced analytical skills, a quick study with excellent communications skills. Sustained superior performance and demonstrated innovation by earning patents while managing key projects which saved millions of dollars for major companies. Demonstrated success in business management, including writing business plans for Fortune 500 companies and smaller organizations.

PROFESSIONAL WORK EXPERIENCE

Owner, Senior Resume Writer , ROBIN'S RESUMES®, FEDERALRESUMES.NET, Atlanta, GA	7/2006 - Present
Contract Resume Writer , <i>Several</i> LEADING RESUME WRITING COMPANIES, Nationwide	3/2001 - Present
Human Resources Specialist (Contractor) , CSRA for NASA SHARED SERVICES CENTER, Slidell, MS	1/2016 - Present

GENERAL EXPERTISE

- **Write interview- and job-winning resume packages for the Federal and civilian job markets** by communicating with clients, interacting with clients via phone and email, and providing excellent service to clients using best practices and strong grammar, editing and English writing skills.
- **Develop Senior Executive Service (SES) Federal resume packages, including Executive Core Qualifications (ECQs)** by conducting research and using expertise in application requirements, agency requirements, and Office of Professional Management (OPM) guidelines.
- **Write Presidential award packages for SES professionals** by following guidelines, interviewing nominees, and developing high-level writing.
- **Transition and help technical clients** by expertly identifying career goals, translating jargon, communicating value, and providing coaching.
- **Received hundreds of Letters of Appreciation from local and Internet clients** for their results.
- **Enabled several rified Federal civilian employees, including senior level employees up to the SES level, to transition to other Federal jobs and civilian employment when their agency got eliminated** by providing expert coaching and resume writing assistance.
- **Received award and top reviews from attendees for providing on-site outplacement courses and workshops, interview preparation, career coaching and resume writing consulting for Army civilian employees at several Army bases in the Southeast.**

INDUSTRY LEADERSHIP

- **Selected for and served as Director of Awards for Career Directors International (CDI) for 5 years (2011 - 2015).**
- **Judged CDI's 2007 - 2010 Toast of the Resume Industry (TORI®) awards, 2009 - 2010 Career Innovation competition and World's Best Resume Writing Competition** based on nationally-recognized writing excellence.
- **Recognized for excellence as the winner of 4 CDI's President's Awards** for leading teams conducting industry-wide contests.
- **Nationally-recognized Resume Writing Expert** by Women for Hire (Tory Johnson), CAREEREALISM, OJ Job Board and Tim's Strategy.
- **Selected as the inaugural attendee** for a private retreat by Tory Johnson from Good Morning America for her Spark and Hustle initiative.
- **Provided job seekers free resume critiques** by conceiving and helping to develop a strong partnership between LocalHires and CDI.
- **Invited to and attended Richard Nelson Bolles' *What Color is Your Parachute?* course at his home.**
- **Earned numerous certifications for Resume Writing and Career Coaching.**
- **Partnered with Yooniko™ to introduce new concept to the resume writing industry.**

PRESENTATIONS AND TRAINING - USING STRONG COMMUNICATION SKILLS

- **Invited to make presentations, webinars and teleseminars for national and regional audiences, including:**
 - **Invited Industry Speaker/Teacher: 2013 - 2017: Applicant Tracking Systems (NRWA, GCDA, NCDA, and CDI). 2012: Panel Speaker (CDI). 2011 - 2016: Federal Resumes (GCDA, Women for Hire, Career Management Alliance), 2011: TORI Award Panel (CDI).**
 - **Hosted discussion groups on Federal Resumes** at Career Thought Leaders and CDI conferences.
 - **Created and delivered course on Questionnaires for CDI and a Podcast on the Use of O*NET for resume writers for O*NET.**
 - **Spoke at a symposium on Federal Resumes** at Georgia Institute of Technology in 2011. **Taught resume writing courses and made presentations for students** (MIT, University of Georgia, Athens; Spelman College; Strayer University, and DeVry University).
 - **Interviewed by Fox Online Business on Resume Writing for nationwide web-based broadcast in 2013.**
 - **Presented online nationwide teleseminars on "How to Prepare to Create a Great Resume" and on "How to Read Federal Job Announcements"** for Women for Hire in 2010 and 2011.
 - **Made presentations for job seekers on "How to Prepare to Create a Great Resume"** at many Women for Hire Job Fairs (2007 to 2012) and industry organization meetings and job seeker groups since 2003. **Invited make additional presentations based on feedback.**
 - **Delivered webcasts on "How to Prepare to Create a Great Resume" and on "Keywords" for CAREEREALISM (now WorkItDaily).**
 - **Published chapter in Resumes for Dummies, in 2015. Published on ATS for industry and national-level journals.**
- **Trained, coached and supervised resume writers on how to write Federal and other resumes, based on expertise.**

ADDITIONAL EXPERTISE

- **Edited books for clients** by expertly formatting copy for publication using publishing software. Wrote packages for clients to receive awards.
- **Created successful business plans for small business clients and developed websites** for political and commercial clients.

Engineer, ENZYMATIC DEINKING TECHNOLOGIES, Norcross, GA

10/2001 - 2/2002

- Supported on-site studies to improve manufacturing at several paper mills.

Senior QA Engineer II / Senior Process Engineer I, BROWN AND WILLIAMSON TOBACCO CORPORATION, Macon, GA 10/1992 - 12/2000

- Managed quality engineering and process improvement projects at a 100 billion-cigarette/year factory, including documenting operations.
- Facilitated ISO 9000 site certification by leading over 10 internal multi-discipline process quality audits and documenting processes.
- Conducted process capability studies and implemented Statistical Process Control while providing process support and troubleshooting.
- Saved \$1.3 million/year expenses and over \$10 million in capital costs by conceiving, developing, documenting and leading the implementation of award-winning technology which significantly reduced greenhouse gas pollution.
- Reduced tobacco usage 1%, saving \$1.8 million/year, by implementing new tobacco processing technology.
- Recovered \$1 million/year lamina (good tobacco) from waste tobacco by researching and implementing new separation technology.
- Slashed costs \$500,000/year by using Design of Experiments (DOE) methodology to test cigarettes for relationship of density-to-loose-ends.
- Increased process yield 20% and capacity 80% by managing improved shredder technology implementation.
- Cut overall product consumer complaints 7% by driving new vision inspection technology testing and evaluation.
- Enabled improved quality and yield with simplified operations by developing the business justification for a \$6.5M plant modification.
- Evaluated effect of possible Food and Drug Administration (FDA) regulation on the tobacco industry, including documenting requirements.
- Enhanced plant flexibility by developing patented (6,807,969) "Method for Processing Reconstituted Tobacco."

Senior Applications Engineer / Lead Engineer, ABB SIMCON, INC., Bloomfield, NJ

5/1988 - 5/1992

- Documented software and wrote comprehensive technical and user manuals for several large software programs.
- Produced and conducted several computer application training courses in-house and at international client sites in Brazil and Korea.
- Increased gross margin for 3 ethylene plants in Brazil and Korea 4 to 7% by leading a team to develop and install DEC VAX/VMS based Optimization and Process Control FORTRAN programs. Installed programs on-site at international locations.

Planning Analyst / Research Engineer / Senior Staff Engineer / Engineer, MOBIL CHEMICAL COMPANY, NJ and FL

8/1978 - 4/1988

- Sought after to create and edit presentations and papers for executive management throughout tenure in position.
- Produced and conducted several computer training courses for hundreds of staff on APL, DOS, Spreadsheets and Word Processing.
- Prepared the Capital Budget and 5 Year Objectives for a \$100 million international specialty chemicals and catalysts division by developing scenarios to determine best solutions, including creating financial analysis of and writing justifications for major capital projects.
- Streamlined operations by writing a Lotus-based computer program for the Capital Budget and 5 Year Objectives.
- Delivered key financial analysis and justification for a multimillion-dollar European plant by performing strategic analysis.
- Documented Mobil's Geology Mine Simulator, a 100,000-line FORTRAN and RPGII program, ensuring efficacy of the program.
- Saved \$11 million/year raw material costs by developing a statistics-based phosphate mine computer model.
- Replaced phosphate mine sizing and modified flotation operations on time, increasing recovery significantly, \$500,000 below budget.
- Increased plant recovery from 88% to 92% by researching and implementing programmable control logic.
- Bought the first IBM PC for Mobil after attending an IBM presentation in Florida one day after the IBM PC was officially announced.
- Nominated for two Gordon Research Conferences on Statistics in Chemistry and Chemical Engineering based on knowledge.
- Granted patent 4,457,899 for "Process for Removal of Residual Organic Matter from Purified Phosphoric Acid."

CERTIFICATIONS • PROFESSIONAL AFFILIATIONS • COMMUNITY SERVICE

Certified Federal Resume Writer (CFRW) • Certified Master Resume Writer (CMRW)
 Certified Professional Resume Writer (CPRW) • Certified Job and Career Transition Coach (JCTC) • 360 Reach Branding Coach
 Certified Electronic Career Coach (CECC) • Held Certified Federal Resume Writer and Coach (CFRWC) [discontinued]
 ASQ Certifications (expired): Certified Quality Manager • Certified Quality Engineer (CQE) • Certified Quality Analyst (CQA)
 FAA License: Private Pilot, Single Engine Land

Former Director of Awards, Career Directors International (CDI) • National Resume Writers Association (NRWA)
 Professional Association of Resume Writers and Career Coaches (PARW/CC) • National Career Development Association (NCDA)
 Career Thought Leaders • Georgia Career Development Association (GCDA) • Class Stewardship Agent, MIT Class of 1978

SELECTED COMPUTER EXPERTISE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Lotus 1-2-3, Lotus Notes, dBase, WordPerfect, StatGraphics, SAS
 Windows, VAX/VMS, MS DOS, Networking, IBM PC, APL, FORTRAN, PL/1, Assembler, some C/C++, BASIC, AutoCAD
 Visio, Acrobat, Freelance, Microsoft Project, Timeline, Photoshop, PageMaker, FrontPage, HTML, Wordpress

EDUCATION

Pursued Master of Science (MS) in the Management of Technology, MERCER UNIVERSITY, Macon, GA (program discontinued), 1994

Bachelor of Science in Chemical Engineering (BSChE) with a Concentration in Writing
 MASSACHUSETTS INSTITUTE OF TECHNOLOGY (MIT), Cambridge, MA, 1978