

FICTIONAL PORTFOLIO SAMPLE

CAREER MATERIALS PORTFOLIO

Resume & Career Services Sample

A privacy-safe example of a targeted, ATS-friendly resume and coordinated career strategy.

Prepared to show the clarity, structure, and professional presentation available through RCC.

RACHAEL CLARK CONSULTANTS LLC

FICTIONAL CANDIDATE: JORDAN ELLIS

Targeted Resume Preview

JORDAN ELLIS

OPERATIONS & PROGRAM COORDINATOR

Metro Atlanta, GA | jordan.ellis@example.com | (555) 010-0148

PROFESSIONAL SUMMARY

Detail-focused operations professional experienced in schedules, deliverable tracking, records, client communication, and workflow improvement. Known for calm follow-through and clear documentation.

CORE STRENGTHS

Program Coordination | Document Management | Client Follow-up | Process Improvement | Reporting & Tracking | Microsoft 365

PROFESSIONAL EXPERIENCE

PROGRAM OPERATIONS COORDINATOR | Community Impact Network | 2022 - Present

- Coordinates schedules, participant communications, vendor follow-up, and completion tracking across multiple workstreams.
- Built a centralized status tracker for deadlines, open actions, and document readiness.
- Standardized meeting notes and follow-up templates to improve accountability.

ADMINISTRATIVE PROJECT SPECIALIST | Northstar Services Group | 2019 - 2022

- Prepared reports, presentations, client files, and project documentation for a distributed team.
- Supported onboarding, scheduling, invoice follow-up, and internal process updates.

PRIVACY NOTE

This sample uses a fictional person, employers, dates, contact details, and accomplishments. It demonstrates format and strategy only.

WHAT THE CLIENT RECEIVES

Career-Service Strategy

CLIENT GOAL

Position a capable administrative professional for program and operations roles with a natural, readable, ATS-friendly message.

RESUME REBUILD

Role-relevant strengths, concise accomplishment bullets, and a clear summary.

TARGETING SUPPORT

Keyword alignment without copied or exaggerated language.

APPLICATION MATERIALS

A coordinated cover-letter framework and application checklist.

INTERVIEW PREPARATION

Focused questions and story prompts tied to the resume.

LINKEDIN SUPPORT

Headline, About-section, and experience recommendations for consistency.

BUSINESS VALUE

- A clear first impression that helps recruiters understand the candidate quickly.
- Consistent messaging across resume, LinkedIn, cover letter, and interviews.
- A practical application process the client can repeat.