



## AMY BERK

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Amy Berk is a compassionate, effective career coach and résumé writer with a record of success guiding, teaching, and coaching hundreds of clients in a wide range of industries, occupations, and seniority to achieve their career goals. Whether her clients' goals are first job, career progression, career transition, starting a business, retirement, or they need further assessment, Amy meets her clients where ever they are in the process.

Deeply committed to collaborating with clients and energizing them to reach their goals, Amy specializes in motivating job seekers and helping them recognize and build on their own strengths. She tactfully provides feedback on areas for improvement and inspires action. Amy's clients enjoy the benefit of her broad experience in corporate outplacement, social service, teaching, and professional associations and she enjoys using and sharing her extensive experience writing, editing, and publishing to help clients brand and market themselves clearly and in a manner that is sure to catch the eye of any reader. Amy also has considerable experience presenting educational materials in the areas of hospitality, marketing, the sciences, healthcare, and medicine.

### Expertise

- Career Discovery
- Network Development
- Interview Preparation
- Career Change
- Job Search Strategy
- Résumé Development
- Employer Research
- Retirement Transition
- Entrepreneurship Exploration

### Accomplishments

- Conducted mock interviews and résumé reviews for The University of Chicago Students and Alumni
- Coordinated entrepreneurship programs, including the Chicago City Treasurer's Business Plan Competition, for the Small Business Development Center at Jewish Vocational Services (JVS)
- Developed and taught customer service and retail skills for a Retail Training Program, through JVS
- Developed and taught courses in medical editing and publishing for The University of Chicago Graham School of Continuing Education
- Led Chicago Women in Publishing from a professional organization struggling to stay afloat to an established, thriving organization
- Developed, edited, wrote, and guided production of textbooks and educational materials for American Society of Clinical Pathologists, American Dental Association, The University of Chicago Cancer Research Center, Scott Foresman (science and health), HarperCollins College Division (physics), Goodheart-Willcox Publisher (hospitality and marketing)



## Amy Berk (continued)

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### Education

M.A., Social Work, The University of Chicago School of Social Service Administration

M.A., Teaching, Biology and Science, The University of Chicago

B.A., Biology, Oberlin College

Certified Coach, Job Search, Challenger, Gray & Christmas

Academy Certified Résumé Writer

Certified LinkedIn Profile Content Reviewer, Challenger, Gray & Christmas

Licensed Social Worker, State of Illinois

### Memberships

Résumé Writing Academy

Career Thought Leaders

National Résumé Writer's Association

National Association of Social Workers

### Publications

*Hospitality: Food and Lodging*, with 20 profiles of industry leaders, 605 pages, Developmental Editor and Writer, Goodheart-Willcox Publisher, 2004.

*Marketing Dynamics*, with 9 articles on businesses and marketing, and 46 exploring careers activities, 784 pages, Developmental Editor and Writer, Goodheart-Willcox Publisher, 2006.

