



ALISSA THORNTON

Alissa is a credentialed, insightful, and creative career coach and consultant. She is a twice-certified résumé writer experienced in résumé, cover letter, e-note, bio, and LinkedIn profile development for individuals across sectors and levels.

With years of experience in outplacement with two firms, Alissa has helped hundreds of people transition successfully to new careers. She also has coached and provided career advisory services to graduate and advanced-studies students across fields and industries. Prior to focusing on outplacement and career development, Alissa grew into a well-rounded Human Resources (HR) generalist from her 10-year, progressive HR management and development foundation from global and national organizations in hospitality and financial services – Marriott International, HMSHost, and Chevy Chase Bank (now Capital One Bank). As an effective, highly-trained coach, consultant, trainer, and facilitator, Alissa is known for positively challenging and encouraging clients and students to find careers that are fulfilling and utilize their strengths while complementing their interests and values.

Expertise

- Career Coaching
- Job Search Strategy
- Résumé and Bio Writing
- LinkedIn/Social Media Presence
- Personal/Professional Branding
- Training and Facilitation
- Interviewing Skills Development
- Job Search and Business Communications

Achievements

- Reviewed, edited, and/or written more than 1,100 résumés since transitioning into career development from HR.
- Conducted and facilitated 60+ career-oriented workshops focused on building and enhancing job search, résumés -building, networking, and interviewing skills for job searches in the private and public sectors.
- In higher education for four years, coached and consulted with an average of 12-15 graduate-level students per week, focusing on meeting their job search and career goals.
- Managed and coached approximately 75 outplacement clients from across industries during one year while maintaining high client satisfaction scores.
- Served as a volunteer mentor and résumés writer for 50+ population for ten years.

Education

Associate Certified Coach (ACC)

Academy Certified Resume Writer (ACRW)

Certified Professional Résumé Writer (CPRW)

Myers-Briggs Type Indicator Certification (MBTI)

M.A., Organizational Sciences/Human Resources Management, The George Washington University

B.S., Art and Art History, James Madison University

Memberships

International Coach Federation (ICF)

Professional Association of Résumé Writers & Career Coaches (PARW/CC)



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