

# Kalindi Garvin



## ABOUT

Leverage background in technical project management and IT operations to create winning resume documents for tech and engineering professionals. Expert at delivering world-class customer care and asking questions to elicit the right type of information.

## EDUCATION

### MOUNT MERCY COLLEGE

Bachelor of Science (B.S.) Candidate  
Human Resources Management & Marketing

## CREDENTIALS

**CERTIFIED MASTER RESUME WRITER**

**CERTIFIED JOB SEARCH STRATEGIST**

**CERTIFIED PROFESSIONAL RESUME WRITER**

**ACRW CANDIDATE**

## CONTACT



[www.linkedin.com/in/kalindigarvin](http://www.linkedin.com/in/kalindigarvin)

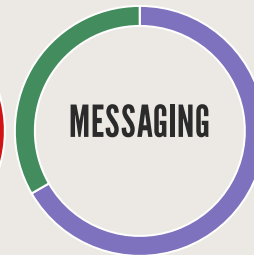


[kalindi@ittechexec.com](mailto:kalindi@ittechexec.com)

## SKILLS



**BRANDING**



**MESSAGING**



**JOB SEEKER  
POSITIONING**

## AREAS OF EXPERTISE

- Project Management
- Engineering Management
- IT Operations
- IT Service Delivery
- Application Development
- Technology Leadership

## WORK EXPERIENCE

2011

PRESENT

### Certified Master Resume Writer

JOB SEARCH STRATEGIST

Collaborate with technical and engineering clients to define their brand and craft winning:

- Resumes and Cover Letters
- LinkedIn Profiles and Bios
- Project Highlights Pages and more

2005

2007

2011

**IT Coordinator**

McGladrey

**Project Specialist**

Rockwell Collins