



Elizabeth Debol, CPRW
Certified Professional Resume
Writer & Recruitment
Consultant

Motivated CPRW with a proven track record supporting professionals actively seeking employment, and assisting business owners pursuing employees.

Detail-oriented with a creative vision and a solid commitment to delivering forward-focused content and qualified results.

- Excellent Communication & Follow-Up
- Detailed Project Management
- Exceptional Multi-Tasking Skills

CPRW | Recruitment Consultant

- Provides recruiting services to business owners.
- Writes job descriptions, posts to job boards, reviews resumes, conducts phone interviews.
- Creates and rewrites attractive, professional resumes and cover letters for professionals from entry-level to executive.
- Trained in ATS (applicant tracking systems), allowing for proper keyword distribution for powerful content.
- Understands multiple industries; works with professionals all over the United States.
- Engages in extensive research to learn industry keywords.
- Certified through PARWCC (Professional Association for Resume Writers and Career Coaches).

Virtual Assistant | Entrepreneur

- Developed project management strategies to optimize productivity for business owners.
- Worked in diverse marketing platforms to enhance business growth and increase profits.
- Collaborated with business coaches and business owners to carry-out multi-level tasks among various programs.
- Maintained detailed databases for tracking current and new leads/clientele.

Effectively forms strategic alliances with business coaches, business owners, recruiters, headhunters, HR directors, and other various career professionals for networking and referral purposes.

Certified with 8 years'
experience working in
multiple industries