

Richard Kevin

OVERSEAS EDUCATION COUNSELOR



SUMMARY

To achieve prestigious designation in a reputed organization where I get opportunities to prove my potential. Able to work with a team or as an individual contributor. A natural talent for precision and quality & to be independent and financially stable.

PROFESSIONAL EXPERIENCE

Career Advisor

SIEC Education Pvt. Ltd. Sep 2019 - Present

- Taking care of the Admission and Visa process of Australia, Canada,
- Counselling and process for All mentioned countries – Australia, Canada, UK, Ireland, New Zealand,
- Taking care of Statement of purpose, Genuine Temporary Entrant (GTE) Statement, Cover Letter and essays editing.
- Represent in Educational fairs conducted by the organization and Partner Institution.

Marketing Officer

Discover Matrix Pty Ltd (Overseas Education and Immigration Consultant)

Feb 2019 - Sep 2019

- Student counselling in IELTS centres and other educational institutions
- Subagent marketing of Delhi/NCR through Personal visits.
- Interstate marketing Visit to Rudrapur and Chandigarh.
- Seminar in domestic Academic institutions
- University shortlisting for Australia and New Zealand Represent in Educational fairs conducted by the organization.

Assistant Customer Relation Management

Tata Motors PASCOS (Commercial Vehicle Dealership)

Jun 2018 - Jan 2019

- CRM entry of sold vehicles
- Processed post-sales documents.
- Complaint queries resolved in coordination with Regional sales heads.

EXTRA CURRICULAR ACTIVITIES & AWARDS

Performing Arts

Performer Jun 2016 - Present

- Writer at various Poetry Blogs such as Posham Pa, Hindinama, Kavita Kosh, and Shadow on paper.
- Represented Collage in various University and Institution of India, including IIT Kanpur, JNU, Delhi Technological University, Delhi University, IP University and Manav Rachna International University etc. and achieved 70+ Award winning certificates.

CONTACT

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Chicago, Illinois, US

linkedin.com/resumekraft

CORE COMPETENCIES

Proficient with Overseas Admission Process and Study Visa

Proficient at client Retention. Creative writer and stage performer.

Adaptable, Detail Oriented, Quick Learner, Loyal and Discreet.

LANGUAGES

English

French

Arabic

German

INTERESTS

Keen interest in Hindi, English and Urdu Literature.

Keen interest in Poetry Story Telling and Theater and Performing Art.

Fond of traveling, Sketching and Painting.

Fascinated towards Classical Dance and Music.

EDUCATION

Masters of Philosophy

Resumes For Employment In The Us And Overseas

Michael Brown



Resumes For Employment In The Us And Overseas:

Resumes for Employment in the U.S. and Overseas June L. Aulick, 1988 *Resumes for Overseas and Stateside Jobs*
Richard M. Zink, 1994 **Journal of Career Planning & Employment**, 1991 *Job Coach-Life Coach-Executive*
Coach-Branding-Letter & Resume-Writing Service Anne Hart, 2005-10-07 Here's how to start your personal service business
Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will
be presenting and classifying your client's competencies writing resumes cover letters and creating a wide variety of
business correspondence including sales letters news releases and direct mail copy You will be planning events for your
clients and their prospective employers You'll need to really work a room to find clients as well as niches or jobs for clients
when networking at professional associations and trade shows Most frequently you'll be asked to write evaluate and
repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of
qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific
problems get results and reach a defined goal A resume writing business online can be combined with a career coaching
enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service
business and also a career coaching enterprise online from your home mobile location or office You can telecommute online
and still help people find direction by offering information training or consulting services Here's how to open an online
business at home presenting and packaging your clients competencies Make your living writing resumes business letters and
being a job coach Help clients obtain appointments for interviews that may eventually lead to finding work Write and repackage
resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters
The Code of Federal Regulations of the United States of America, 1987 The Code of Federal Regulations is the
codification of the general and permanent rules published in the Federal Register by the executive departments and agencies
of the Federal Government *The Big Guide to Living and Working Overseas*, 2004 *Career Resource Manual*, 1997
Decisions of the Comptroller General of the United States United States. General Accounting Office, 1949 March
September and December issues include index digests and June issue includes cumulative tables and index digest
Real-resumes for Students Anne McKinney, 2000 Instructs college students on presenting their work experiences from
part time summer jobs to internships in a professional manner designed to display strengths to future employers
Real-resumes for Police, Law Enforcement & Security Jobs-- Anne McKinney, 2002 Title shows resumes and cover letters
of people who wish to enter the police law enforcement and security fields The most effective job hunting strategies are
revealed and there is also a section which discusses how to transfer police law enforcement and security skills into other
industries There are more than 100 real resumes and cover letters shown as examples and the purpose of the book is to give
models or examples for people to use in creating their own resumes and cover letters designed to obtain employment in

security police or law enforcement Resumes shown include those of fireman policemen police chief corrections officer detective deputy sheriff police captain security guard personal protection specialist and many others **Flying Magazine** ,1972-03 *Resumes For Dummies* Laura DeCarlo,2019-02-22 Polish up that old resume and land your dream job We've all been there it's time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn't have to be a daunting task The latest edition of Resumes For Dummies answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye-catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop Let's start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can *Computerworld* ,2005-08-01 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award-winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network **Computerworld** ,1987-04-27 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award-winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network **Expat Guide** Martine Maurel,2000 The Expat Guide Moscow is designed for the expatriate either planning to move to Moscow or who is already living in Moscow It is hoped that information in this guide will help reduce the steepness of the learning curve that the new expatriate in Moscow has to undergo in order to establish a rewarding and fulfilling life in a huge and often bewildering city The guide has been written by an expatriate who related the research she conducted to the progressive stages of her personal learning curve The author has experienced first-hand the trials and tribulations and the joys of learning to live in Moscow **ABA Journal** ,1997-11 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association

Encyclopedia of Job Winning Resumes, Third Edition Myra Fournier,Jeff Spin,2006-07-15 Encyclopedia of Job Winning Resumes Third Edition is the most helpful and comprehensive resume book you can buy It includes more than 400 success-proven resume examples that teach you how to personalize your resume according to your own unique career situation The 17 chapters contain resumes that cover all major industries span every job level from entry level to CEO and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your

particular field or situation The first chapter The Essentials of Writing Your Resume is as informative as it is brief It includes expert advice about what information to include in your resume what to omit what to emphasize and what to tone down For a quick start it s specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples that cover a wide variety of typical career situations And for those not so typical career situations the next chapter includes 30 resumes that cover difficult circumstances such as frequent job changes gaps in employment layoff lack of experience weak education and many more For students there s also a chapter containing 40 resumes to help new graduates enter the work force more quickly and easily There are helpful hints located beneath each resume showing you the right way to quickly create a job winning resume that will get attention and win you an interview The last chapter includes a Recommended Reading list and a Recommended Web Site list Whatever your age industry career level of experience or education you ll find the resume template you need In 1980 Myra Fournier and Jeff Spin founded A Lasting Impression a highly successful resume writing and career development firm located in the Greater Boston area In 1990 they jointly developed ResumExpert a top rated and best selling resume writing software for the Macintosh computer Flying Magazine ,1972-05 Report on the Role of the Spouse in the Foreign Service ,1985 **Computerworld** ,1987-03-30 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

The Enigmatic Realm of **Resumes For Employment In The Us And Overseas**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Resumes For Employment In The Us And Overseas** a literary masterpiece penned by way of a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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Resumes For Employment In The Us And Overseas Introduction

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and monthly maintenance of vehicle components.