



# Diane Ursu

Global Career Development Facilitator (GCDF)

**Sisu-Ursu | Design Your Future!**

PO Box 930052, Wixom, Michigan 48393

diane@sisu-ursu.com | (248) 956-0095

<http://www.sisu-ursu.com>



## Professional Profile

Certified Global Career Development Facilitator (GCDF) with five years of experience providing **employment services** such as **career planning, resume writing, and interview coaching**. Specialized experience includes helping hard-to-serve military veterans obtain long-term employment.

## Skills

- Career Planning & Coaching
- Resume Writing
- Interview Coaching
- Case Management
- Personal Branding
- Business Plan Writing
- Small Business Support

## Education

### MBA CANDIDATE

*in Business Management*

2016 | Northwood University

### BACHELOR OF SCIENCE

*in Organizational Management*

2014 | Spring Arbor University

### ASSOCIATE OF APPLIED SCIENCE

*in Diagnostic Medical Sonography*

2004 | Baker College of Owosso

## Certification

### GLOBAL CAREER DEVELOPMENT FACILITATOR (GCDF)

*Center for Credentialing & Education*

2015

## Technology

- Microsoft Office
- Web Design (CSS & HTML)
- Google Analytics
- Social Media Marketing:  
Facebook, LinkedIn, Pinterest,  
Twitter

## Military

UNITED STATES ARMY

*Honorable Discharge*

## Work Experience

### SISU-URSU ► **Owner, Career Coach**

2016-Present | Greater Detroit Area, MI

- Creates targeted, accomplishment-focused resumes using Search Engine Optimization (SEO) that are designed for the "six second" rule
- Provides interview coaching by developing an interview preparation strategy, creating an elevator pitch, and working through different types of questions
- Coaches clients through identifying goals, such as changing careers or starting a business, and developing strategies for achieving those goals

### STATE OF MICHIGAN ► **Employment Services Interviewer**

2011-2016 | Clinton Township, MI

- Coached military veterans—including homeless veterans, felons, and those with other barriers to employment—with career development, resume writing, interviewing as part of a Veterans' Employability Boot Camp that has an employment success rate of over 85%
- Guided military veterans through overcoming barriers to employment within a case management framework by developing career plans outlining a path to long-term employment and connecting clients with relevant resources
- Led a 10-person team in identifying training resources and developing strategies for promoting professional development within the agency

### MOTOR CITY MOUNTAIN BIKING ASSOCIATION ► **Vice Chairperson**

2012-2015 | Greater Detroit Area, MI

- Worked as part of a leadership team to engage our members, create accountability, and focus our volunteers by defining volunteer roles
- Conducted periodic organizational assessments, created objectives, and recruited volunteers to assist with carrying out the MCMBA mission
- Planned and coordinated chapter events to build the community base and engage stakeholders

## Training

- Business Solutions Professional Training (*Michigan Works! Association*)
- Labor & Employment Specialist (*National Veterans' Training Institute*)
- Case Management (*National Veterans' Training Institute*)
- Case Management: Interviewing (*National Veterans' Training Institute*)
- Communication: Breakthrough to Understanding MBTI (*State of Michigan Civil Service Commission*)
- Managing Change & Transition (*State of Michigan Civil Service Commission*)