

# SUNDAY DAVID AFOLAYAN

EXECUTIVE C-SUITE RESUME WRITER | EXECUTIVE CAREER STRATEGIST | LEADERSHIP POSITIONING SPECIALIST

New York, NY | (212) 555-0147 | sundayafolayan582@gmail.com

## EXECUTIVE PROFILE

**Executive C-Suite Resume Writer and Career Strategist with 10+ years of experience** developing high-impact resumes, executive profiles, leadership narratives, and career positioning strategies for senior professionals and executives. Specializes in translating complex career histories into concise, achievement-driven narratives aligned with executive search expectations, ATS requirements, and target-role priorities. Experienced in supporting Directors, Vice Presidents, C-Suite executives, and senior professionals across technology, supply chain, operations, finance, sales, transformation, and corporate functions. Brings expertise in executive storytelling, achievement quantification, ATS optimization, leadership branding, LinkedIn positioning, and strategic career documentation.

## CORE EXPERTISE

Executive Resume Writing • C-Suite Positioning • Executive Career Branding • ATS Optimization • Leadership Narrative Development • Achievement Quantification • Executive Cover Letters • LinkedIn Profile Optimization • Executive Bios • Career Positioning Strategy • Job Description Alignment • Executive Search Preparation • Leadership Profiles • Professional Brand Development

## PROFESSIONAL EXPERIENCE

### EXECUTIVE C-SUITE RESUME WRITER & CAREER STRATEGIST

**Apex Executive Career Solutions | New York, NY**

2022 – Present

- Develop executive resumes and leadership positioning documents for Directors, Vice Presidents, C-Suite executives, and senior professionals pursuing competitive opportunities.
- Translate complex career histories into achievement-focused narratives highlighting business impact, leadership scope, transformation, revenue contribution, and operational scale.
- Align executive resumes with target job descriptions by integrating relevant industry terminology, functional competencies, leadership themes, and ATS keywords.
- Develop executive cover letters, leadership biographies, LinkedIn profiles, recommendation materials, and strategic career documents.
- Analyze senior-level job descriptions to identify critical qualifications, organizational priorities, leadership expectations, and recurring search criteria.
- Convert responsibility-heavy career histories into quantified achievement statements that demonstrate measurable professional value.
- Advise senior professionals on career narrative, executive branding, positioning strategy, and consistency across application materials.

### SENIOR EXECUTIVE RESUME & CAREER POSITIONING CONSULTANT

**CareerEdge Professional Services | Chicago, IL**

2019 – 2022

- Delivered resume writing and career positioning services for experienced professionals targeting management, director, and executive-level opportunities.
- Rebuilt resumes to strengthen executive presence, achievement visibility, keyword relevance, readability, and alignment with target positions.
- Conducted detailed career-history analysis to identify leadership themes, transferable competencies, measurable achievements, and differentiating value.
- Developed targeted resumes and cover letters for professionals across technology, operations, supply chain, finance, sales, and corporate functions.
- Strengthened professional summaries and achievement statements by replacing generic responsibilities with specific business outcomes.
- Performed ATS-focused reviews covering keyword alignment, document structure, skills relevance, formatting, and role-specific terminology.
- Supported clients with LinkedIn positioning strategies designed to maintain consistency between their executive resumes and professional online presence.

### CAREER RESUME & PROFESSIONAL BRANDING CONSULTANT

**Professional Career Development Group | Atlanta, GA**

2016 – 2019

- Prepared professional resumes and career documents for experienced professionals pursuing advancement, career transitions, and management opportunities.
- Converted detailed employment histories into structured, recruiter-friendly career narratives.
- Developed achievement statements emphasizing measurable results, business contributions, leadership responsibilities, and functional expertise.

- Reviewed resumes for structure, consistency, readability, keyword alignment, and professional presentation.
- Created customized professional profiles for candidates targeting competitive corporate and management positions.
- Assisted clients in identifying transferable skills and communicating career progression in a clear and compelling format.
- Maintained strict standards for confidentiality, document accuracy, professional presentation, and client career objectives.

## EDUCATION

### **Bachelor of Science in Business Administration**

Columbia Southern University | Orange Beach, Alabama, USA | 2015

## PROFESSIONAL CERTIFICATIONS

**Certified Professional Resume Writer (CPRW)** | Professional Association of Resume Writers & Career Coaches

**Certified Advanced Resume Writer (CARW)** | Professional Association of Resume Writers & Career Coaches

**Certified Employment Interview Professional (CEIP)** | Professional Association of Resume Writers & Career Coaches

**LinkedIn Profile Optimization Certification** | Professional Career Development Institute

## PROFESSIONAL CAPABILITIES

**Executive Resume Strategy:** C-Suite, VP, Director, Senior Management

**ATS Optimization:** Keyword alignment, parsing-friendly structure, role targeting

**Executive Branding:** Leadership positioning, value proposition, professional identity

**Career Storytelling:** Career progression, transformation, strategic impact

**Application Strategy:** Resume, cover letter, LinkedIn and supporting documents

**Executive Communications:** Bios, leadership statements, recommendation materials

## TECHNICAL PROFICIENCIES

Microsoft Word • Microsoft Office • LinkedIn • Applicant Tracking Systems • Google Workspace • Document Formatting • Job Description Analysis • Career Research