

ANGEL MCCORMACK, MS

EDUCATION | LICENSES

Master of Science, Career Counseling, California State University, Sacramento, December 2006 (GPA 4.0)

- Studied Psychology Theory in depth to create a Counseling Theory of my own based on a Humanistic mix of Existential, Person Centered, Gestalt and Behaviorism schools of thought (viewable at www.angelmc.org)
- Created study aids that were adopted by classmates to facilitate greater understanding of course curriculum
- Aided a new Adjust Professor in teaching one of the more difficult courses “Career Systems Development”, resulting in an unprecedented A+ for the course*
- Authored 4 comprehensive case studies based on particular theories and techniques

Bachelor of Arts, Psychology, California State University, Sacramento, May 1993

California Department of Real Estate Sales License, April 2004 to Present

CAREER COUNSELING EXPERIENCE

University of California, Davis, Graduate School of Management, Career Counselor, January 2006 to Present

- Provide Career Counseling to MBA students, working primarily with the working professional and alumni populations both in person and remotely; pioneered an extremely effective remote style of counseling
- Overhauled the entire Career Development Website and created the 1st ever Working Professionals’ Career Development on line Handbook. Created Webinars including: Resumes, Cover Letters, Interviewing and Informational Interviewing.
- Providing guidance using assessment tools: Career Leader, MBTI, the works of Mark Albion and Interview Stream.
- Proven track record of assisting students in developing effective marketing pieces for self promotion, guiding and mentoring students in the entire career development process that they will utilize for the rest of their lives
- Created and taught a Myers Briggs Type Indicator Workshop to 15 department heads at the State of CA to facilitate cohesiveness among departments through ongoing changes
- Delivered a Career Enhancement Workshop to 40 potential layoff victims at a high-tech firm

Angel McCormack Career Counseling, Career Counselor, January 2000 to Present

- Working with a diverse clientele of career changers from Doctors to Lawyers to Superintendents assisting with interpersonal issues surrounding their past/present careers and their future goals, incorporating a whole life perspective
- Design professional resumes and cover letters for general use and/or geared to specific openings
- Administer and interpret MBTI (Myer’s Briggs Type Indicator)

California State University, Sacramento, Career Counselor, Summer 2006, **Graduate Student Counselor**, Fall 2005

- Counseled 125 CSUS students during 3 month internship assignment regarding career development issues
- Provided guidance regarding resume & cover letter writing, job searching, interviewing, and networking
- During Career Center remodel, pro-actively set up remote operation at a satellite location on campus as to keep the negative impact the closure had on students to a minimum

CONSULTING | REAL ESTATE EXPERIENCE

TRI Commercial Real Estate, Real Estate Marketing Consultant, February 2006 to Present

- Create and execute comprehensive marketing strategy for the Apartment Advisory Team
- Marketing efforts have contributed to over \$200 million worth of commercial real estate sales since August 2006
- Designed www.ApartmentAdvisoryTeam.com website to mirror TRI Commercial’s main site; manage solely and independently of the TRI Commercial site utilizing PHP Editor and Firezilla programs
- Develop marketing pieces (tri-fold brochures, postcards, ads) to print ready format for direct mail campaigns
- Conduct extensive market research and segmentation in Northern California’s apartment markets

Property Manager, July 1997 to Present

- Manage 2 single family homes in Land Park built in 1928, for a Bay Area owner
- Experienced 6 turnovers, advertising and coordinating move-outs/move-ins perfectly resulting in no loss of rent for any month on either homes since 1997
- Worked with the City of Sacramento on a Rental Inspection, coordinating upgrade to an entire electrical wiring system of one of the homes to bring it up to code; Worked with contractors on one of the homes’ bathroom remodel

Coldwell Banker / Keller Williams, Realtor / Administrative Consultant, August 2004 to January 2006

- Partnered with a top listing agent for 16 months to create administrative system for his RE business
- Processed 125 residential real estate transactions in the 16 month assignment; designed the team’s business cards
- Moved entire operation from Coldwell Banker to Keller Williams 11 months into assignment, closing out existing transactions at Coldwell Banker while opening up escrows and setting up new processes at Keller Williams
- Produced a comprehensive operations manual based on most efficient systems & trained my planned replacement

Marcus & Millichap Real Estate Investment Brokerage, Marketing & Escrow Coordinator, May 2003 to June 2004

- Developed marketing pieces using proprietary software for Multi-Family Investment Properties valued from \$1,000,000 to over \$55,000,000
- Intricately involved in the Marketing & Escrow Process of over \$40,000,000 worth of sales in 12 months
- Prepared Legal Contracts: Purchase Agreements, Counter Offers, Contingency Removals, Addendums, Broker Demands

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ADMINISTRATIVE | DIRECTOR EXPERIENCE

Pacific Laser Eye Center Management Group, Inc., Director of Communications Reporting to CEO, Nov 1999 to Feb 2003

- Key member of corporate staff integral in the growth of the company from 3 locations to 9 in just 3 years
- Advised new Board Chairs of each center on marketing, network recruiting, structure and protocol
- Developed 250 page New Center Handbook geared toward opening new centers
- Wrote and published the Employee Handbook; Created all HR forms for company-wide use
- Negotiated/secured company-wide health benefits; Prepared exhaustive VSP Contracts for 20 Surgeons & 9 Centers
- Developed & implemented Marketing Campaigns for the 9 Pacific Laser Eye Center locations (Direct Mail Campaigns, Flexible Spending Account Campaign, Employer Group Pricing)
- Investment Liaison with legal counsel, Popov & McCulloch, for 100 investor doctors
- Coordinated all meetings and events from securing new Optometrist-Investors to the openings of each new Laser Center to monthly board meetings of existing Centers located throughout the state including Gold River, La Jolla, Torrance, Stockton, Reno, and even on the campus of UC Berkeley as a part of new Surgeons' training facility

Bank of America, Sacramento District, Administrator reporting to Senior Vice President, September 1997 to October 1999

- Directed administration for the Sacramento District comprised of 40 Branches reporting to the SVP/District Mgr
- Managed a support staff of 3 and oversaw workflow of entire department for the SVP
- Key contact for non-profit organizations requesting Sponsorships and Grants
- Utilized highly complex linked Excel spreadsheets to compose Branch Manager's Performance Reviews
- Coordinated all meetings and events of the District from 50 to 500 in attendance; Supervised sub-committees
- Planned the 1st ever District Sales Rally Event: Obtained sponsorship from 8 internal BofA business partners (*BankCard Interstate Sales, Business Lending, Consumer Lending, Business Banking, BA Mortgage, IRA, Merchant Services, BankAmericlub*) and 1 outside vendor (*ADP Payroll Services*) to raise \$10,000 for the event
- Secured permit for park and 10 carnival booths for large scale event and was successful in having the sponsoring business partners attend and man each of the booths with promotional items from their respective departments
- Published the District Newsletter & created numerous forms, flyers, and promotions

Bank of America, Northern California Courier Department, Assistant to the Vice President, August 1993 to September 1997

- Trained new staff in the Policies & Procedures of Bank of America & the department
- Administered Benefits: Health Plan, 401K Plan, Pension Plan, Tuition Assistance, Tax Deferred Spending Accounts, Worker's Compensation, State Disability and COBRA
- Performed Career Counseling for numerous employees regarding BofA opportunities and benefits

COMMUNITY SERVICE

Holiday Angel Program Coordinator, Christmas 2008, 2009 & 2010

On Behalf of TRI Property Management and TRI Commercial

- Raised \$10,000 in 2008-2010 from TRI Commercial's vendors for children at Sacramento Children's Receiving Home
- Interfaced with Receiving Home, managed funds, drafted tax letters to donors

Adopt-a-Family Coordinator, Christmas 2006 & 2007

On Behalf of TRI Property Management and TRI Commercial

- Raised \$3,200 in 2007 & \$2,000 in 2006 from TRI Commercial's vendors for 8 families in the Dos Rios School District
- Interfaced with Dos Rios, manage funds, drafted tax letters to donors, and helped deliver gifts to the families
- Created flyer with photos of the families at gift delivery, detailing results for distribution to vendors and staff

Volunteer Editor, April 2000 to June 2002

Land Park Community Association

- Performed editing, formatting & page layout of the Land Park Community Association quarterly newsletter
- Consistently kept to the short turn-around schedules
- Maintained contact with board of directors to obtain necessary content for quarterly newsletters

United Way Coordinator, 1993-1999

On Behalf of Bank of America, NT&SA

- Coordinated United Way Campaigns each year while employed with Bank of America
- Raised funds from employees by creating and executing inter-branch campaigns and events