

Career Coach

- ◆ 15+ years of previous HR leadership and recruiting experience
- ◆ 60+ positive client career coaching reviews on LinkedIn + Google
- ◆ Author of 5-star rated “Resume Cheat Sheet” and “Cover Letter Cheat Sheet” available on Amazon
- ◆ 5-star average rating for contract Career & Life Coaching on the Placement and Exec platforms

Career Wins

Successfully served over 400+ clients with career and life coaching needs

Former hiring manager who guides clients through the lens of a hiring manager and recruiter



Anticipated Impact in Your Role

Apply your proprietary tools and resources to positively help your clients with their professional journeys

Deliver personalized feedback and ideas for clients based on the current labor market's needs

“After my position was terminated due to funding, while my husband was also unemployed, I was an insecure mess. My previous employer connected me with Nikki – she should have a trophy named after her like Lombardi.” Previous Client's LinkedIn Review

Professional Experience

Career + Life Coach | 2016 – Present

Ryberg Group, LLC | Remote + Madison, WI

Founded a small career and life coaching practice focused on guiding individuals and employers with their career, job seeking and outplacement needs. *Available for remote contract coaching opportunities.*

- Doubled revenue year-over-year with over 80% of the business coming via positive referrals and networking.
- Featured speaker on job search and career topics, including high schools, universities, private employers and state government.
- 99% approval rating from prior clients ranging from college students to executives.
- Creator and publisher of 3 job search and career discovery courses.
- Featured expert guest on 5+ podcasts.
- To learn more, visit my self-created [website](#).

Vice President of Human Resources | 2012 - 2017

Fleming Development | Madison, WI

Multiple-entity enterprise consisting of commercial and residential real estate, construction, landscape design and services, and assisted living facilities for a total of over 300+ employees. Member of Executive Leadership team reporting directly to Owner/CEO.

- Increased applicant volume by 30% through targeted employer branding and recruitment campaigns along with the implementation of an Applicant Tracking System (ATS).
- Decreased turnover by 25% in key departments through focused recognition and retention programs.
- 95% acceptance rate on leadership and corporate job offers during a competitive labor market.
- Facilitator and Group Member of the South-Central HR Advice Round Table for the Greater Madison Area SHRM.

Education

Master of Human Resources and Labor Relations, University of Wisconsin – Milwaukee
Bachelor of Science in Business, Human Resources and Industrial Relations, Carlson School of Management at
the University of Minnesota – Twin Cities

Community Service

Oregon, WI Public Library Volunteer | 2024 – Present

- Offer free 1-on-1 coaching services for career needs and job seekers on a regular monthly basis.
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Certifications & Trainings

Global Career Development Facilitator via the National Career Development Association, a CCE-approved provider

Certified Professional Resume Writer (CPRW) via the Professional Association of Resume Writers and Career Coaches (PARWCC)

Certified Digital Career Strategist via PARWCC

Authorized DISC Administrator and Behavioral Consultant via ProfilingPro

Certified Life Coach via the ICF certified Certified Life Coach Institute

Completed all modules of the Certified Professional Career Coaching training via PARWCC

Completed all modules of the Certified Interview Coach via PARWCC

Resume Writing 101: The Foundations (9 modules) via the National Resume Writer's Association

Areas of Excellence

Personal Branding

Resumes
Cover Letters
LinkedIn Profiles
Networking

Career Clarity

Career Coaching
Life Coaching
Personality & DISC
Assessments

Job Interviews

Mock Interviews
Salary & Benefits
Negotiations
Value Propositions

