



Executive Director, Project Coordinator and Business Coach with a passion for perfection – evaluating challenging situations, finding creative solutions, and achieving bottom-line results.

Creative thought leader with a deep understanding of human psychology, moves individuals and teams in such a way that inspires, empowers and motivates, increasing self-esteem, employee engagement and productivity in any industry or business environment.

A visionary with the ability to work closely with the CEO and catch the company's vision, help redefine the mission statement if needed, and collaborate on brand awareness and social media marketing. Able to bring all team members into alignment, compelled to move the organization forward to achieve its highest goals.

- Performance Evaluations
- Appreciative Inquiry
- Strategic Planning
- Employee Engagement
- Workforce Organization
- Corporate Training
- Executive Coaching
- Branding and Marketing

Excellent communication and people skills derived from a varied background as a paralegal, project coordinator, executive director/advisor, business owner, executive and career coach, corporate trainer, speaker and writer. Over 15 years experience working with individuals and organizations in identifying performance gaps, recommending corrective action, designing and delivering training programs and providing one-on-one coaching for maximum results.

PROFESSIONAL BACKGROUND

Wanda Marie & Associates, Los Angeles, CA

2007 to Present

Founder/Executive Director

Wanda Marie & Associates is dedicated to personal/career development and lifestyle management, providing private counseling, coaching, and training programs. Working with clients to:

- Make successful and smooth career transitions.
- Start and operate new business ventures.
- Develop a personal brand and marketing strategy.
- Create work-life balance for becoming happier, healthier, and more productive.

Right Management, High Point, NC

Feb. 2009 to Aug. 2010

Career Management Consultant

This Manpower Company is a resource for employees in transition. With the turn of the economy, they were overwhelmed with the massive layoffs from large corporations, and thus sought out career management consultants to help with the overflow. As a Career Management Consultant, duties included:

- Intake and assessment of candidates recently released.
- Working with entry level and senior executives from such companies as IBM, Pfizer, Sun Microsystems, Coco-Cola, Bank of America, and other large corporations.
- Coaching on resume development and editing.
- Consulting on local networking events.
- Providing training on interviewing skills.
- Coaching to create win-win negotiation outcomes.
- Guidance on job search strategies, self-marketing campaigns, and utilizing social media profiles.
- Coaching interested candidates on entrepreneurial endeavors and franchise opportunities.

Higher Ground Productions, Inc., Los Angeles, CA

2001–2007

Executive Director

Transformed a stagnant business to a thriving venture. Hired and built a strong management team, aggressively pursued and took to market new product ideas. A California based corporation with the mission to educate, empower and entertain through motivational seminars, theatrical performances and educational publications. Successfully accomplished many tasks and wore many hats:

- Personal advisor to the CEO.
- Guided and directed the company's mission.
- Authored and edited speeches delivered by the CEO at a major conferences.
- Attended business meetings with producers and perspective partners.
- Met with business partners to determine project goals and requirements.
- Identified and mitigated risks to project success.
- Drafted and negotiated business contracts, non-compete agreements, and media agreements.
- Coordinated domestic and international engagements for such organizations as The American Heart Association, Harley Davidson, Hershey Foods, Kraft Foods, JP Morgan Chase, McGraw-Hill, Northrop, Ronald McDonald House, Big Brothers Big Sisters, Cornell University and other colleges across the country. International engagements included England, India and Holland.
- Managed and tracked the various production projects.
- Worked closely with the PR Coordinator writing articles, press releases, designing promo packages and website content.
- As head of HR, wrote job descriptions, developed administrative procedures manuals, and conducted performance reviews.
- Drafted employment agreements and confidentiality statements.
- Coordinated work force activities, facilitated content sensitive staff meetings, planned and organized off-site retreats, trained and mentored key team members.

Freelance Paralegal, Los Angeles, CA

Prior to 2001

Worked for various private law firms, including Bell & Shapiro, Valensi and Rose, Lester, Schwab, Katz & Dwyer, Bottum & Felton, and Sedgwick, Detert, Moran & Arnold. Drafted various legal documents from complaints to contracts. Also helped to establish the in-house Legal Department for Toyota Motor Sales, USA. Developed programs, strategies and systems for associates to use to streamline department work flow for maximum efficiency. Supervised a day and evening staff to perform beyond expectations.

EDUCATION

Sawyer Business College - Los Angeles: Legal Sciences Graduate

Coach University: Career and Business Coaching Graduate

Behavioral Coaching Institute: Executive Master Coach Certification

OTHER CERTIFICATIONS

NLP Institute of Los Angeles: Certification in Neuro-Linguistic Programming

The American Institute of Hypnotherapy: Certification in Clinical Hypnotherapy

Agape University of Transformational Studies and Leadership: Licensed Spiritual Counselor