

JO CHRISTIE, LIFE COACH  
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### **OBJECTIVE**

To provide an environment committed to excellence and integrity for client's personal and professional enhancement.

### **QUALIFICATIONS**

- Uniquely qualified team-based leader with diverse and successful experiences in both the business and academic sectors
- Highly motivated to work independently or collaboratively with a balance of initiative and direction
- Demonstrated capacity to frame issues and approaches to address diverse populations and learning styles
- Recruited, hired, trained and supervised staff
- Developed, implemented and managed sales associate's training series
- Established executive and life coaching clientele
- Developed and sustained excellent client relationships
- Designed systems and processes for enhanced office efficiency and effectiveness
- Budget and accounting experience
- Outstanding communication and marketing skills
- Excellent analytical and problem-solving skills

### **PROFESSIONAL EXPERIENCE**

#### **LIFE AND PROFESSIONAL COACHING SERVICES**

2003 to present

- Assisted clients in evaluating and clarifying values as a basis for setting and achieving goals that will allow them to live with integrity linking priorities with action
- Promoted clients' development of focused transitions
- Developed planned accountability for clients expanding business endeavors
- Facilitated clients' explorations of options and related decisions

#### **REAL ESTATE INDUSTRY**

1981 to 2009

**Sales Manager** for three mid sized Boston based residential real estate firms with responsibility for directing overall activity and operations.

- Recruited, trained and supervised diverse staff of sales associates and support personnel
- Developed systems, procedures and policies to facilitate strong internal and external communications
- Initiated procedures for fiscal oversight and general risk management.
- Developed marketing plans and coordinated all advertising in multiple venues.
- Mediated conflicts between and among various constituents
- Assisted in negotiation of sales contracts from inception to closing

**Property Manager** for large Boston based firm with responsibility for providing quality administrative services, efficient day to day operations and cost effective management for 60 individually owned condominium rental units.

- Provided ongoing analysis and direction for insuring compliance with regulatory agencies and adherence to landlord/lessee regulations
- Coordinated multiple services for maintenance and repair
- Supervised contractors for physical plant renovation projects

**Sales Agent** for diverse residential properties in a variety of settings

- Prepared market analyses and marketing plans for Sellers and supervised the sale from Listing to Closing
- Assessed buyer needs, coordinated home search process and assisted in contract preparation and negotiation

## TEACHING

1966 to 1985

- Taught ESL to recent immigrants and international students preparing to enter the university and/or the work force
- Instructed many populations ranging in age from 4 to 80 in ESL
- Reviewed and recommended instructional materials for university-level curriculum
- Chaired a high school English department supervising eight faculty members
- Coordinated individual GED programs for students seeking a high school diploma
- Provided training and instructional materials for Micronesian teachers
- Supervised student teachers in elementary school
- Organized and taught a Head Start Program in Micronesia
- Organized community lending libraries

## EDUCATION

University of Hawaii, Honolulu, Hawaii  
Master of Teaching English as a Second Language

William Woods University, Fulton, Missouri  
Bachelor of Arts Degree in Sociology with a minor in Business

The Coaches Training Institute, California  
160 hours of Co-Active Coaching Training

## PROFESSIONAL AFFILIATIONS

International Coaches Federation

## LICENSES

Massachusetts Brokers License  
Florida Sales Associate license