

JO CHRISTIE, LIFE COACH

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www.jochristie.com

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