
JANE SMITH, CPCC

P.O. Box XXX ♦ XXXX, NY 11746 ♦ xxx-xxx-xxxx ♦ xxxxx@yahoo.com

CAREER ♦ LIFE ♦ EXECUTIVE ♦ COACHING PROFESSIONAL

CPCC Certified Coach with a track record of helping clients achieve positive and sustainable results in their personal and professional lives. Expertise in guiding individuals to success in career growth/transition, life transition and personal/leadership development. Former Wall Street executive with real world success.

PROFESSIONAL PROFILE

- ♦ Lead clients toward defining positive steps to set and reach goals; utilize coaching & mentoring principles, skills and structures to assist clients in maximizing success rates.
 - ♦ Draw on experiences from corporate career and share knowledge of productive executive techniques to help clients develop strategies to achieve improvements in time management, interpersonal communication, decision making, professional effectiveness, team building and leadership capabilities for maximized career and business results.
 - ♦ Provide motivation and feedback to help business leaders recognize ways that they can improve the effectiveness of their organization through improvements in leadership models, employee accountability, teamwork, sales, communication, goal setting and strategic planning.
 - ♦ Utilize various methods of inquiry, requests as well as other coaching skills to facilitate clients' self-assessment and gain insight into client needs; empower clients to develop strategies, relationships and action plans to achieve objectives.
 - ♦ Hold clients accountable by sharing unbiased perspectives and monitoring client progress; encourage clients to evolve and modify behaviors to maintain focus and move beyond self-imposed limitations.
 - ♦ Developed and presented workshops - "Breaking Free from Your Saboteurs" and "Finding True North-Creating the Career and Life that You Love".
 - ♦ Inspirational Writer; "Standing in Courage" and "Goals as a Means to Living a Fulfilling Life".
 - ♦ Track record of outstanding coaching results; clients consistently achieve and/or exceed their goals for career growth/change, business objectives, aligning personal and professional priorities and personal development/life transitions.
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KEY SKILLS SUMMARY

- ♦ Develop & Present Coaching Workshops
- ♦ Motivational Speaker
- ♦ Leadership Development
- ♦ Research, Data & Financial Analysis
- ♦ Excellent Communication Skills
- ♦ Inspirational Writer
- ♦ Cultivate Business Relationships
- ♦ Strategic Planning

EDUCATION

The Coaches Training Institute, San Rafael, CA
Certified Professional Co-Active Coach (CPCC) 2008
SUNY, College at Purchase, Purchase, NY ~ Bachelor of Arts, Literature, *With Honors*
Diplome d'Etudes Francaises from l'Universite de Franche Comte, Besancon, France

PROFESSIONAL AFFILIATIONS

International Coach Federation (ICF)
Long Island Coaching Alliance (LICA)
American Business Associates
Suffolk County Women's Business Enterprise Coalition
Women's Financial Group

PROFESSIONAL HISTORY

Jane Smith Coaching, xxxxxxxx, NY (2007 to Present)

Certified Professional Co-Active Coach (CPCC)

- ◆ Provide professional coaching services to clients seeking guidance in achieving professional/personal success.

xxxxxxx, New York, NY (2006 to 2007)

Senior Healthcare Analyst

- ◆ Generated the only underweight recommendations on HCA on Wall Street prior to the company's LBO announcement; bond prices fell precipitously and widened out over 300 basis points.
- ◆ Led research initiatives and provided ongoing coverage of selected companies in the pharmaceutical, device, distribution, hospital, and alternate site sub-sectors; published company-specific credit opinions and formulated overweight, makeweight and underweight credit recommendations based on fundamental and relative value analyses: evaluated company operating results, industry trends, management, capital structure, liquidity and asset coverage.
- ◆ Conducted a well received presentation for a potential high profile client; presented outlook on the healthcare industry and selected names in various sub-sectors; received praised for the effectiveness of the presentation and my contribution to subsequently winning the business.

Xxxxxxxx, LLC, New York, NY (2003 to 2005)

Senior Healthcare Analyst / Fundamental Research Group

- ◆ Selected by senior management to lead efforts to increase organizational public relations profile; cultivated and maintained valuable relationships with the press and was quoted in The Wall Street Journal, Modern Healthcare, and the Los Angeles Times.
- ◆ Led research coverage of healthcare sector for this web-based, investment research start-up; published bond and equity investment opinions utilizing multiple valuation methodologies.
- ◆ Developed ranking of hospital company bad debt exposures based on financial statement trends, public disclosures on reserving policies, and local market uninsured demographics; accurately identified Tenet Healthcare as being at greatest risk.
- ◆ Excellent track record for formulating accurate and more realistic company operating performance and EPS estimates as compared to overly aggressive Street expectations.

xxxxxxxxxx, New York, NY (1998 to 2002)

Vice President & Senior Healthcare Analyst / Credit Portfolio Research

- ◆ Organized first Annual Portfolio Review at newly-merged JPMorgan Chase, coordinated activities between multiple departments and coached junior analysts on underlying financial modeling, information gathering, presentation content, format and delivery; recognized by senior leadership for efforts in fostering collaboration between departments during JP Morgan and Chase merger to affect a positive outcome.
- ◆ Track record of outstanding advisory and analytical results which enabled internal and external clients to meet and/or exceed strategic objectives often with multi-million dollar impact to the bottom line; recognized for outstanding presence and judgment at the senior management level.
- ◆ Monitored performance of and assigned credit ratings to companies with over \$9B in loan exposure; formulated investment recommendations, communicated with Portfolio Managers and presented views at credit committee and market meetings.

ADDITIONAL RELATED POSITIONS

XXXXXX Investments, New York, NY (1995 to 1998) ~ Senior Investment Analyst / Investment Securities

XXXXXXXXX Corporation, New York, NY (1988 to 1995)

- ◆ *Financial Analyst / High Yield Research – BT Securities Corporation (1989 to 1995)*
- ◆ *Account Administrator / Pension Sales – Bankers Trust Corporation (1988 to 1989)*