

IRENE LEBEDIES

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Qualifications for Parent / Family Coach

Dynamic, detail-oriented professional with a proven background of providing exceptional parental support, family coaching, home intervention, and client relations. Possesses a strong work ethic along with natural organizational skills and superior multitasking abilities. Adept at working with all ages of children, building internal and external relationships, resolving issues and conflicts, and promoting harmonious, purposeful and powerful families. Holds teaching certificates and is a Certified Performance Life Coach and a Certified Family Coach; dedicated to assisting/supporting parents to achieve both personal goals and family objectives.

AREAS OF EXPERTISE

Generating Committed Actions in Others • Communications • Training & Development • Team Facilitation
Deep Listening and Authentic Connection Skills • Coaching & Counseling • Presentations • Teaching Materials

PROFESSIONAL SYNOPSIS

- Provided administrative and financial supervision for a seven-employee office. Oversaw community outreach seminars and guest presentations. Organized and coordinated registration teams and volunteers; led orientation training.
- Facilitated the enrollment process for specialty boarding schools (Cross Creek Programs). Provided support and maintained relationships with parents. Marketed and promoted strengths of each school. Played a key role in increasing enrollment from 2 per month to up to 12 per month (each enrollment brings the company \$4,495 per month) from \$9,000 per month to \$45,000. Promoted from a commissioned to a salaried position.
- Oversaw the day-to-day activities of a small home school, from classroom management, coursework preparation, student leadership training, and parent/student counseling to financial administration. Improved student test scores; expanded the school from 8 students to 15 students; and developed effective teaching methodologies.
- Managed a classroom of 50 students across several age groups. Prepared and taught several subjects.
- Increased workshop enrollment through guest presentations; improved retention of past graduates who were engaged in enrollment of new students into the workshops.

CAREER TRACK

ADMISSIONS COUNSELOR, Cross Creek Programs (La Verkin, UT).....2000 to Present
Owner / Administrator, Freedom Heritage Academy (Layton, UT)1998 to 2001
OFFICE MANAGER, The Aurora Awards (Salt Lake City, UT)1996 to 2000
OFFICE MANAGER / ENROLLMENT COORDINATOR, Rising Star Communications (Salt Lake City, UT).....1995 to 1998
TEACHER, Benjamin Franklin Academy (Ogden, UT)1994 to 1996

EDUCATION & PROFESSIONAL DEVELOPMENT

Brigham Young University – Bachelor of Arts in Russian Studies and European Studies (Phi Kappa Phi Honor Society)

Utah and Arizona Teaching Certificates

Impact Communications and Leadership Training; Rising Star Communications and Leadership Training

Performance Life Coach Certification – Resource Realizations, June 2008

Certified Family Coach – Resource Realizations, October 2009