# SELENA RAMIREZ

A Master Certified Coach with 10+ years of experience, specializing in life coaching, client relations, professional development, and career coaching. A proven track record of aiding clients in overcoming life obstacles, financial burdens, and relationship issues.

123 Bedford Avenue, New York, NY, 12345 selenaramirez@example.com (123) 456-7890

### PROFESSIONAL EXPERIENCE

#### LIFE COACH

Personal Coaching Co., New York, NY May 2016 – Present

- Provide life coaching and career coaching services to 150+ clients across various ages, backgrounds, and industries, including facilitating one on one sessions to evaluate client issues and build strategies according to individual needs
- Achieve a client satisfaction rating of 94% on customer surveys and lead training initiatives to improve Google ratings from 3.9 stars to 4.7 stars over two years
- Coordinate with a team of senior life coaches to create a webinar series providing insights into how to achieve and maintain a healthy work-life balance

#### LIFE COACH

Selena Ramirez Coaching Firm, New York, NY May 2011 – May 2016

- Delivered personal coaching sessions to 75+ unique clients with varying needs and experience levels, provided emotional support, and delivered education to clients on available resources for mental health needs
- Analyzed long-term career goals, professional experience, and qualifications and provided recommendations to support clients in achieving long-term success

#### **EDUCATION**

Bachelor of Science (B.S.)
Psychology
Columbia University, New York, NY
September 2007 - May 2011

## **KEY SKILLS**

- Learning and Development
- Life Coaching
- Career Coaching
- Leadership Development
- Engagement Strategy

#### CERTIFICATIONS

- Master Certified Coach (MCC), International Coach Federation (ICF), 2017
- Professional Certified Coach (PCC), International Coach Federation (ICF), 2014
- Associate Certified Coach (ACC), International Coach Federation (ICF), 2011