

# NIQUENYA D. FULBRIGHT

**Executive Life Coach, Mediator, Management Consultant & Corporate Trainer**

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## Areas of Expertise

- Dream Development
- Mission Defining
- Core Values Identification
- Vision Exploration
- Innovation & Ideation
- Work/Life Balance
- Goal-Setting
- Career & Life Transitions
- Stress Relief/Reduction
- Spiritual Walks
- Performance Coaching
- Conflict Resolution
- Effective Communication
- Business/Technical Writing
- Proofreading/Editing
- Marketing & PR
- Mediation
- Management Consulting
- Financial Management
- Executive Transition Management
- Board Development
- Succession Planning
- Project Management
- Time Management
- Small Business Development
- Entrepreneurship
- Product Development
- Business Start-up
- Leadership Development
- Training & Evaluation
- Fund/Capital Development
- Strategic Planning

## Education

- Currently pursuing Masters in Clinical Psychology, Argosy University Chicago
  - Expected Graduation May 2010
- B.S. Technical Management, DeVry University Chicago
  - Concentration: Small Business & Entrepreneurship
  - Graduated May 2007
  - GPA 3.75/4.00
- Professional Diploma Network Administration, Robert Morris College Chicago
  - Received April 2004
  - GPA 3.86/4.00

## Professional Experience

- Director of Services, New Life Coach Inc. (NCLI) 2007 – Present
- Participate as member of Board of Directors in all fiduciary and governance responsibilities
  - Oversee, build up and offer appropriate areas of expertise to Services Department
- Chief Operations Officer, Esthetics Educational Support Network (EESN) 2007 – Present
- Supervise operations of programs and services
  - Recruit, train and manage administrative support staff including office and facilities personnel
  - Develop and implement training and outreach program incentives
  - Facilitate courses in business management, coaching and leadership development
- Executive Life Coach, Consultant, Mediator, Speaker & Corporate Trainer 1998 – Present
- Provide management consulting, alternative dispute resolution and business coaching services to small business owners, entrepreneurs and corporate offices to help improve business operations and overall company direction
  - Facilitate effective communication between disputing parties to move toward mutually agreeable resolutions to conflicts
  - Coach career transitioners, college students and other individuals seeking to identify a new career, secure a new position or maximize their potential to gain greater success and fulfillment within their current career track
  - Mentor and coach individuals to overcome diversity and obstacles, define goals, outline a plan to reach those goals and then follow the plan to promote accomplishment in personal development
  - Train individuals and groups on a variety of topic areas through personally developed online training courses, teleclasses, live seminars and workshops
  - Provide keynote presentations, panel discussions or facilitate breakout sessions

**Building Bridges Between Your Dreams & Ultimate Reality**

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- Write articles, newsletters, e-books, blogs and other publications to support client personal and professional development objectives
- Write/review business plans and proposals, provide editing, proofreading and copywriting services, create PowerPoint presentations and other administrative tasks as needed

### **Other Noteworthy Employment Experiences**

2005 – 2006	Best Buy Corporation, Evanston IL
2003 – 2004	Rehabilitation Institute of Chicago, IL
2002 – 2002	JobCo/ABS/Motorola, Schaumburg, IL
2001 – 2002	General Service Administration, Chicago IL
1998 – 2000	United Airlines, Chicago, IL

### **Current Volunteer Service**

- *Executive Service Corps of Chicago, Adjunct Member Coach/Consultant*: Provide consulting and coaching services to non-profit organizations throughout the Chicagoland area
- *Center for Conflict Resolution, Court Mediator*: Provide mediation services to the Center as well as to Cook County Small Claims Court to resolve disputes in pro se cases
- *New Life Coach Inc, Christian Life Coach*: Provide Christian life, business and career coaching to low-income and otherwise disadvantaged clients
- *Mentor Match, Mentor*: Mentor low income entrepreneurs to be successful in their own businesses
- *Coaches Alliance for Social Action, Member Coach*: Coach network clients to achieve goals
- *Tax Assistance Program, Income Tax Preparer*: Prepare and file income taxes for low-income individuals and families

### **Notable Mentions**

#### *Publication Contributions*

- “Takeout, take that!: Home-cooked meals deliver so many benefits. Better-tasting food is just the start.” by Robin Mather Jenkins. Good Eating Section – Chicago Tribune, 10/31/2007
- “DEFINING IDENTITY: In changing how we speak, we put accent on connecting” by Sue Ellen Christian. Perspectives Section – Chicago Tribune, 10/28/2007
- “How can I use the Web to streamline gift buying?” by Laura Bianchi. Business of Life Section – Crain’s Chicago Business, 12/11/2006

#### *Recent Contracted Training & Speaking Engagements*

- “Making the Marc: Keys to Successful Customer Contact” – Marc Realty, May 2008
- “Making Quality Decisions” – Family Rescue, March 2008
- “A Different Approach to Time Management” – Chicago Housing Authority, February 2008
- “Balancing Work & Home Life” – Housing Resource Center, September 2007
- “The Time to Work is Now!” – Carepoint Adult, Child & Family Association, September 2007
- “Balancing Work & Home Life” – The Bottomless Closet, April 2007

#### *Awards & Certificates*

- Certified Christian Life Coach (6-Week Training), New Life Coach Inc. – 2007
- Certificate of Completion 40 Hours Mediation Training, Center for Conflict Resolution – 2007
- Certified Portable & Editing Producer, CAN-TV – 2007
- Outstanding Public Service Award, Internal Revenue Service – 2003

### **Professional Associations**

- \* International Association of Coaching \* Rotary Club International \* Toastmasters International \*  
 \* American Arbitration Association \*