

PROFESSIONAL RESUME

MARABETH J. LUM

EDUCATIONAL QUALIFICATIONS

Tennessee Teacher's License via *Middle Tennessee State University*, 01/'00

B.A. Honors. *Middle Tennessee State University*, Murfreesboro, Tennessee, 08/'93 - 08/'99
Majors: English Literature *Minors:* Secondary Education, Anthropology, Spanish. Graduated Cum Laude.

PROFESSIONAL QUALIFICATIONS

Positive Psychology and Coaching Training Program, *Wholebeing Institute, Online Course*, 04/'16

International Coach Federation (ICF) Professional Certified Coach Credential (PCC), *New York, NY*, 01/'13

Accomplishment Coaching Certified Coach Credential, *New York, NY*, 01/'13

Landmark Forum Education Training, *Toronto, ON*, 07/'12

Accomplishment Coaching Coaches Training Program, *New York, NY*, 08/'09-07/'10

Convio Marketing Solutions, corporate training, *Nashville, TN*, 09/'08

Thinpowerment Health Advocacy: Change your Mind...Change your Body!, coaching training, *Nashville, TN*, 01/'08

Understanding and Transforming Myself: A Oneness Model Guide, facilitator training, *Nashville, TN*, 11/'07

Accelerated NeuroLinguistic Programming, coaching training, *Nashville, TN*, 09/'07

Non-Violent Communication, webinar, 01/'07

Planning Alternate Tomorrows With Hope (PATH), facilitator training, *Tennessee Disability MegaConference*, 06/'06

Ace-It! Pilot Program for at-risk children, teacher training, *Sylvan Learning Center, Murfreesboro, TN*, 02/'06

Grant Writing, training course, *Vanderbilt University, Nashville, TN*, 07/'04

Core Curriculum Training: Building on Human Virtue, teacher training, *Green Acre Baba'i School, Elliot, ME*, 12/'98

College Reading & Learning Association Advanced Tutor Certificate (CRLA), Middle Tennessee State University, Nashville, TN, 08/'97

Institute for the Healing of Racism, workshop series, Baba'i Center, Nashville, TN, 10/'95

PROFESSIONAL EXPERIENCE

Owner, Single to Smitten, www.singletosmitten.com Toronto, Ontario (04/'14 – Present)

Description: Single to Smitten Relationship Coaching is intended as a catalyst for singles to generate support and empowerment in service of creating healthy relationships. I partner with singles to optimize their mindset, create individualized action plans and provide effective tools and strategies to create tangible and sustainable results.

- Screen potential clients for coach/client fit and readiness to set and accomplish stated goals
- Coach singles on monthly and/or weekly basis to assist them in reaching their relationship goals. Scope of coaching is focused but not limited to relationship coaching. Can include other personal and professional goals the client is committed to achieving
- Write relationship related blogs
- Manage day to day operations of coaching business

Marketing Coordinator, Tennessee Performing Arts Center (TPAC), Nashville, TN (09/'07 – 12/'08)

Description: Create and implement marketing strategies for various TPAC performances. Performers are inclusive of, but not limited to, the following: Bill Cosby, David Copperfield, James Taylor, Jerry Seinfeld and Kathy Griffin.

- Advance consistent TPAC branding initiatives, conduct market research, monitor show advertising and collateral materials
- Negotiate and secure media sponsorships, and contracts to include online, television and radio marketing
- Develop and maintain strategic sponsor, donor, and merchant relationships
- Manage staff and volunteers for a dynamic array of performances and events, and screen, interview, hire, train and supervise interns
- Administer outreach to greater community through overseeing fulfillment of donation requests and representing TPAC at various fairs and festivals
- Create, evaluate and streamline office procedures in regards to records, archival materials, billing and advertising settlement

Consultant, Middle Tennessee Advocacy Center, Murfreesboro, TN (02/'07 – 08/'07)

Description: Monitored and documented advocate services for program compliance in order to maintain eligibility as an advocate provider. Organizational services include hiring, training and managing court appointed advocates who represent individuals with disabilities previously institutionalized and abused to ensure they receive appropriate personal care, housing and medical support.

- Generated monthly billing summaries in order to secure funding compliance
- Reviewed advocate notes in order to confirm delivery of advocacy services
- Analyzed and streamline company operations policies and procedures in consultation with CEO
- Screened applications and facilitated the advocate candidate hiring process

**Project Manager, Participant Managed Services - Tony Records and Associates Inc.,
Murfreesboro, TN (01/'06 - 11/'06)**

Description: Facilitated administration of pilot 'self-determination' grant serving individuals living in the state of Tennessee. Funding provided eligible persons with disabilities, or their legally appointed guardians, with resources for 'self-determination' initiatives which included some of the following: freedom to select and hire their personal care providers, choice to live at home with assistance as opposed to being institutionalized, access to grant funds for personal development (education, training and hobbies).

- Collaborated with Project Director to create efficient organizational structure for grant administration
- Created and implemented procedures and policies for self-determination service brokers and personal care providers
- Designed customized Access database for grant administration, ensured data integrity by monitoring data entry accuracy
- Coordinated with financial manager to ensure accuracy of employee payroll and maintenance of appropriate insurance coverage

Assessment Administrator & Tutor, Sylvan Learning Center, Murfreesboro, TN (01/'04 - 01/'06)

Description: Administered and analyzed initial diagnostic assessments for student placement. Provided tutoring services in various subject areas. Selected from a pool of colleagues to participate as an instructor in the ACE-IT! pilot project with the aim of improving the phonics and reading skills of at-risk 3rd graders. Received professional distinction after comparison between initial and final diagnostic scores revealed that the largest gains in overall growth points were achieved by the students I taught.

- Educated students in the subject areas of Reading, Writing, Math, Study Skills and ACT Prep courses
- Designed, implemented and updated customized lesson plans in order to address student skill gaps
- Planned, organized and directed early learning achievement camp for pre-k children
- Trained, and observed tutors in order to provide feedback regarding adhering to the Sylvan methodology of tutoring and positive reinforcement

Professional Organizer & Personal Assistant, Self Employed, Murfreesboro, TN (01/'03 - 11/'03)

Description: Worked with clients from assisting them with daily tasks to accomplishing various personal and professional goals. Provided a variety of services including personal and professional organization services and transportation and personal assistance services for clients with disabilities.

- Motivated and assisted homeowners with organization/renovation projects
- Assisted clients with disabilities to facilitate accomplishment of various daily tasks, as well as encouraged and motivated clients to achieve desired goals
- Provided transportation and personal assistance services for clients with disabilities
- Consulted with clients as they sought to make positive changes in personal and professional areas of their lives

Public Relations & Receptions Assistant, Office of Public Information - Baha'i World Centre, Haifa, Israel (05/'00 - 08/'02)

Description: Assisted public relations staff with a variety of projects related to office administration, public relations initiatives. Promoted to working in the special visits program where I facilitated arrangements for official receptions and ensured necessary protocol was adhered to for receiving dignitaries and heads of state.

- Served as public relations representative at press conferences and updated, proofed and distributed press releases to the general public
 - Liaised with Embassy staff to accommodate visits of Ambassadors, Foreign Ministers and Heads of State from various countries to the Baha'i World Centre
 - Coordinated with members of the Haifa Tourist Board to organize and facilitate standardized tour guide training seminars
 - Managed administrative operations, routed incoming correspondence flow, and collaborated in annual budget forecasting process
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SUMMARY OF QUALIFICATIONS

- 1 Creative, detail-oriented, self-motivated team player, leader, coach and educator
- 2 Excellent communicator and networker with customer service, public relations, and marketing and sales experience
- 3 Adept at multi-tasking, time management and problem solving
- 4 Computer skills: Microsoft Office Suite, versed in internet technology and vocabulary

References Available Upon Request