

## Renee Smith – Resume

0407 333 555

### Executive summary

I am driven and self-made as a trainer and facilitator and business owner. I specialize in customizing training for your staff to meet gaps in your skills and knowledge and reach full learning capabilities. I develop training products for your management and deliver to your staff when you need it. My training will save you money, time and increase staff morale, team culture and inspire personal growth.

### Training Experience Summary

- 13 years CEO, self-employed at Renee Smith Training and Learning
- Customised training advisor, consultant, facilitator & coach to over 250 clients and 1000's of students
- Professional Public Speaker, coordinate and facilitate corporate training and professional development events, event manager and coordinator, marketing expert

### Delivery Topics Trained

Effective communication, leadership, team building, change management, culture development, conflict resolution, public speaking/training/presenting skills, learning styles/theories, time management training design and development, business planning, goal setting, coaching theories and success philosophies, life management skills.

### Career Summary

- **June 2008 – Present** – Self-employed **CEO Renee Smith Training and Learning** – Deliver customized training products to corporations and small groups on leadership, communication and change management, coaching and mentoring students and clients, conduct TNA, develop training proposals, Create a Course in A Box products for client needs
- **Clients include:** Volvo, NAB, QUT, Tills Accounting, BMW, Business Chicks, BHP, Brisbane Women Magazine, Missy IAM, Harcourts, Sarina Russo, CWA, Women in Business, Rotary, Sheridan, Dusk, Department of Human Rights, AFP, ABF...
- **2005-2008 – Head Coach** – Universal Growth Experts – coached personal and business clients for 4 years, managed coaching team client lists, support coach, toolbox talks and facilitated team meetings, professional development and liaised with management. Developed 15 session Extreme Business Coaching Program TM

Qualifications	Certifications & PD (snapshot)
BSB40120 Certificate IV in Business	Certified Master Coach Program 2010
CHC81315 Graduate Cert in Career Development Practises	Graduate Presentation & Platform Skills Intensive 2007/2019
BSBSS00078 Creative Communication skillset	Graduate Advanced Presenters Immersion 2020
TAESS00011 Assessor Skill Set	Graduate - New Insights Coach Training Program – HD 2015
	Webinar and eLearning Delivery Training – XL co 2021