

Michelle Minucci



Throughout my years of experience, I have had the chance to assume responsibility for program development and coordination of services to best assist individuals with reaching their goals as well as have a more productive work environment. I have strong communication skills in which I have opened and maintained dialogue throughout diverse networks. I have a proven success record in leading large scale projects from inception to successful completion while making and executing sound strategic decisions. I am experienced in data collection and analysis, as well as maintaining confidentiality on subjects directly labeled as sensitive information all while providing excellent customer service to all parties involved. I consider positive client relations and experiences as a strength and priority for me.

PROFESSIONAL EXPERIENCE

Executive Assistant/ Business Development Specialist
 Rapport Leadership International
 Las Vegas, NV

Program Director
 Cultural Care Au Pair
 San Diego, CA



Executive assistant
 Global Corporate & Investment Banking
 Bank Of America
 New York, NY

Director of Operations & Youth Leadership /
 Organizational Development Trainer
 Rapport Leadership International
 Las Vegas, NV

EDUCATION AND PROFESSIONAL DEVELOPMENT

2017 Co-Active Coach
 The Coaches Training Institute

2014 Leadership Master Graduate – Level III
 Rapport Leadership International

2010 Professional Certification in Translation: Spanish to English
 New York University - School of Continuing and Professional Studies

2010 Certificate in Hotel Operations
 New York University – School of Continuing and Professional Studies

2006 Airline Management
 Vaughn College of Aeronautics and Technology

INDUSTRIES COACHED AND TRAINED

- Teen leadership & youth at risk
- Casinos
- Police departments
- Non-profits
- Food banks
- Environmental conservation corps
- Food and beverage
- University departments