

SANDRA B. TATE

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TRUSTED LEARNING & DEVELOPMENT CONSULTANT

Senior Learning Specialist • Leadership Development Liaison • Talent Development Manager • PM Change Management • Workflow Optimization • People Management • Executive/C-suite Coaching Facilitated Communication • Created Learning Solutions • Bolstered Efficiency • Ideated Strategy Implemented Resolutions • Directed Operations • Retained Key Clients • Drove Operational Growth

WORK EXPERIENCE

TateWorks Consulting, LLC; New York, NY

June 2003 - present

CEO, Trainer, Leadership & Professional Development Lead

- Drove 15% growth in the number of customers and reduced costs by 45%.
- Achieved 65% efficiency improvements and increased sales by 55%.
- Designed and implemented professional coaching to medical and military field(s) for Self, Life Work Balance, Time Management, and Relationship(s) in 1-on-1 sessions.
- Utilized institutionally proven instructional design principles and practices, including adult learning theories, interactive training, e-learning design principles, distance learning, etc.
- Employed the use of recognized curriculum models including ADDIE and Dick & Carey Systems Approach Model (interrelationship between context, content, learning, instruction).
- Provided 1-on-1 training programs including communications technology, self-first consulting/training, life outcomes planning, life and self-management, and more.
- Founded and managed a consultancy offering unique presentation skills towards design and delivery of personalized and group training on leadership development.
- Created and developed curriculum, course content, faculty support, and staff training, offering Leadership & Professional Development using live or web-based training methodologies.
- Delivered coaching/group training for self-leadership, time-management and relationship-building, self-esteem & creation, communications, relationships, etc.
- Authored Positively R.A.W. (Right Attitude Wins) a self-help/inspirational book.

Prior Experiences: Credit Suisse, Program Coordinator; Office of Senate Minority Leader, David A. Paterson, Senior Information Analyst, Special Assistant

EDUCATION

Hunter College, City University, New York, NY

Bachelor of Arts, Human Communications, Psychology

TECHNOLOGIES & CERTIFICATIONS

Technologies: MySQL, Adobe, Workday, Microsoft Office, Java, JavaScript, HTML, Oracle

Certifications: Coaching Certification, International Coach Certification Academy, Psy Tech, Inc.; Life and Business Coaching, School of Coaching Mastery; Life Coach Courses, Inner Life Skills (ILS), Boulevard Witkopen, Fourways; Certificate, American Seminar Leader Association; Business Management Training Program, Workshop in Business Opportunities, Inc.; Certificate, Conference on Directing, Controlling and Managing Projects, Skillpath, Mission; Certificate, Managing Your Success, Deloitte & Touché LLP, Pre-Licensing Education, XCEL Solutions LLC