

NONA JORDAN

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BUSINESS COACH and TEACHER | MENTOR of WOMEN | MASTER LIFE COACH

10 years of passionate commitment to developing women's personal power and impact on the world through business and financial training, coaching and mentorship. **Expertise includes:**

- ♦ Business Program Development
- ♦ Entrepreneurship
- ♦ Organization and Time Management
- ♦ Business, Financial, and Tax Knowledge
- ♦ Prosperity Mindset Cultivation
- ♦ Priorities Management
- ♦ Authentic and Engaged Teaching
- ♦ Collaborative Leadership
- ♦ Innovative Problem Solving
- ♦ Creation of Seamless Systems
- ♦ Business Planning and Marketing
- ♦ Mentorship in all Life Facets

*"Working with Nona has completely altered how I view not only my business, but also my life purpose. For the past year I have felt held by Nona's coaching style: **unwavering faith and love**. This heady combo helped me **grow my practice, double my earnings**, and feel free (encouraged, even) to show up as myself in every facet of my business." -Mara Glatzel, Intuitive Coach + Writer*

TEACHING EXPERIENCE

Philosophy: Engage in teaching that taps into innate intelligence, inspires action, nurtures feedback, builds trusting relationships, and empowers students to apply information into their real world.

Master Certified Life Coach Instructor 2013 – Present
Martha Beck Institute

Was selected as one of an exclusive group of master coaches to design and teach business courses.

Topics: Entrepreneurship, Marketing, Business Skills

Courses Created and Taught

“Setting Up Shop” | “Getting Your Practice into the World” | “Bringing Your Practice to Life”

Business Coach and Life Coach 2009 – Present
Nona Jordan Coaching

Teach and support female entrepreneurs who want to create a vibrant financial business and life legacy through coaching, creating, and leading custom programs on topics of business creation and execution.

Topics: Building a Business: Messaging, Marketing, Systems, Financial Planning and Review

Courses Created and Taught

“Business Mastermind Group” 12-Month Mentorship Program. *Small groups of 12, two years running; support women to build authentic, successful business ventures. Clients include coaches, acupuncturists, mediators, massage therapists, and energy healers.*

“The Way of the Business Yogini” 6-Month Program. *Various groups biannually, ~200 students.*

“Get Right with Money” 8-Week Program. *Led 8 sold-out sessions to date with 150–175 participants; support women in business to shift their relationship with money to experience greater success on their terms.*

IT Training Coordinator 2008 – 2009
United States Embassy Rome, Italy
 Taught Microsoft Office to embassy staff, took initiative to develop and teach additional coursework in:
“Time and Priorities Management” | “Mindset to Work Success” | “Systems-Specific Workflow”

CORPORATE BUSINESS EXPERIENCE

Accounting Manager Dec 2003 – June 2004
Open Space Authority San Jose, CA
 Prepared financial packages; reported financials to management and Board; migrated accounting software from QuickBooks to Peachtree; managed capital budget and accounting; full-cycle bookkeeping, cash flow.

Financial Reporting Manager Sept 2000 – Nov 2002
The Cobalt Group Seattle, WA
 Wrote and formatted SEC10K/10Q reports; researched and implemented new accounting pronouncements; managed general ledger staff; reviewed balance sheet errors; prepared and presented financial packages and trend/budget variance analyses; assisted executive staff in budgeting expenses, revenues, and capital purchases.

Senior Accountant Jan – Sept 2000
WRQ, Inc. Seattle, WA
 Closed general ledger; prepared international subsidiaries’ financial statements and oversaw cashflow; managed capital budget; fixed asset system; performed sales analysis for financial and statistical analyses.

Volunteer Tax Preparer 1999
Seattle University VITA Program Seattle, WA

Accountant 1996 – 1999
Media Passage, Inc. | Broadcast Ink, Inc. Seattle, WA

EDUCATION | TRAINING

Certified Master Life Coach, Martha Beck Institute (invited to join as an Instructor in 2013) 2012
Certified Life Coach, Martha Beck Institute 2010
Certified Public Accountant, State of Washington 2007
Diplomats’ Spouses Program and Italian Language Training, Joint Military Attaché School 2007
Yoga Certifications – Whole Birth Prenatal, Kripalu, Transformation Meditation 2003 – 2007
Post Baccalaureate Accounting coursework, Seattle University 2000
Bachelor of Arts, Business Administration, Oregon State University 1996

*“Nona has helped me as a newbie businesswoman so much that I’m not sure where to begin. After our first session, I had plans. BIG plans! Now, five months later, my vision of my practice has grown beyond what I ever imagined. Nona has provided me with the **structure, clarity, and support to grow my business.** She’s been instrumental in my success.”* -Mandy Corwin, ND