

ANDREA F. SHUPERT, M. A.

{Simplified} Life Solutions

[Atlanta, Georgia 30305](#)

678.469.9458

Education

- ⤴ Professional Christian Coaching Institute (2012)
- ⤴ Dallas Theological Seminary, Dallas, TX M.A. (2006)
- ⤴ University of Georgia, Athens, GA B.A. in English and Spanish (1974)

Work Experience:

{Simplified} Life Solutions, *Professional Coach* (2012) Atlanta, GA

- ⤴ Coaching clients ranging from adolescents throughout the lifespan

Unigo, *Professional Coach* (2011-present) New York, NY

- ⤴ Coaching adolescents through the college process and toward academic success

Wesleyan School, *Educator and Senior Girls Grade Chair* (2000-present) Norcross, GA

- ⤴ Academic coach: Oversee the academic record of students, develop a system to enhance students' academic success, conference with student, parents, and teachers to develop academic improvement; develop accountability plan with student to ensure follow up of academic plan;
- ⤴ College coach: Coordinate a four-year academic plan with parents and students to ensure best positioning for college options, coordinate with college advisers to provide a range of college options within the student's academic abilities and achievement; assist the student in the college process from choosing the college, to finding a topic for the college essay, to arranging on-site college visitation, to balancing final decisions based on finances, fit, and potential majors; implement yearly college transition night to trouble shoot transitions for students and parents
- ⤴ Student coach: Responsible for the emotional, social, and academic well-being of students, Oversee the emotional connection of individual students with teachers, peers, and parents, coordinate with counselor to develop a plan for students with emotional struggles, oversee the social connection of individual students with peers, coordinate to ensure social integration of students with peers
- ⤴ SAT testing: read, evaluate, and score writing portion of standardized testing for College Board

Rising Son, Inc., *Corporate Administrator* (1978- present) Atlanta, GA.

- ⤴ Manage day-to-day running of corporate finances: bookkeeping, payroll, human resources

Providence Christian Academic, *English teacher* (1999-2000) Lilburn, GA.

- ⤴ Educator in standard, honors, and AP English

James Madison High School, *Curriculum Developer* (1997-2000) Norcross, GA.

- ⤴ Curriculum Coach: evaluated, developed, and wrote curriculum for Spanish I-II and English 9-12 grades.

Mount Vernon Christian Academy, *Assistant Principal* (1994-1997) Atlanta, GA.

- ⤴ Employee coach: managed human resources, conflict resolution, observations and evaluations of staff, coordinated all service-related needs; established and coordinated alumni relations, worked with donors
- ⤴ Special events coach and coordinator: established programs to honor and value student athletic and academic success
- ⤴ Curriculum coach: researched, evaluated, and choose curriculum to meet student population needs
- ⤴ Educator: taught English and Spanish (all levels)

First Baptist Church Atlanta, *Support Services Director* (1990-1994) Atlanta, GA.

- ⤴ Managed the hiring, development, and implementation of all programs within the service-related departments
- ⤴ Managed staff to development and utilize calendar that linked all departments and service-related needs
- ⤴ Oversight for all special events including presidential visits and other church-wide events

First Baptist Church Atlanta, *Youth Administrator* (1988-1990) Atlanta, GA.

- ⤴ Managed youth staff
- ⤴ Wrote curriculum and developed creative methods for presentation
- ⤴ Developed all youth events from concept to implementation
- ⤴ Developed alongside communicator Andy Stanley the Big Stuff Christmas student conferences

Mount Vernon Christian Academy, *Educator* (1978-1980) Atlanta, GA

- ⤴ Taught Spanish I & IV

North Cobb High School, *Educator* (1974-1978) Atlanta, GA

- ⤴ Taught Spanish I & II
- ⤴ Cheerleading Coach: managed and directed freshmen, junior varsity, and varsity squads

Deerpath Junior High School, *Educator* (1973-1974) Lake Forest, IL

- ⤴ Taught seventh grade English

References (contact information upon request):

- ⤴ Andy and Sandra Stanley (Former boss, friends and pastor of North Point Community Church)
- ⤴ Dr. Don Davidson (Licensed Professional Counselor)
- ⤴ Fran Lamattina (Certified Professional Coach)

Memberships and Certifications:

- Association of English Professionals
- Association of Journalism Professionals
- S.U.N. Certified Instructor (SAT prep)

Andrea Shupert, M.A. – professional life coach, college and education consultant, speaker