

KASHONNA MARROW

PROFESSIONAL PROFILE

- Employee Engagement
- Professional Training & Development
- Life and Career Coaching
- Conflict Resolution
- Collaboration with Senior Leaders
- Develop and design training curriculum
- Leadership Training and Executive Coaching
- Sound communication and interpersonal skills
- Well-organized
- Self-motivated
- Emotionally Intelligent
- Committed
- Motivational
- Forward Thinker

ORGANIZATIONAL DEVELOPMENT and TRAINING FACILITATION EXPERIENCE

- Conflict Management and Resolution
- Customer Service
- Effective Delegation
- Effective Presentations
- Cultural Diversity and Inclusion
- Talent Management
- Problem Solving
- Organizational Savvy
- Navigating Conflict
- Focus Group Facilitation
- Lunch and Learn Presentation
- Handling Difficult People
- Critical Thinking
- Emotional Intelligence

EXPERIENCE

President/CEO, Simply Kashonna
 Owner, SK Leading Forward

May 2013 to Present
 October 2020 to Present

- Provide empowerment and transformational coaching to entrepreneurs and business leaders
- Train corporate leaders and talent to build bridges instead of barriers, helping them shift from isolation and dictatorship to engagement and feedback
- Speak to empower, encourage and engage audiences of innovative, creative and thought-provoking leaders, shifting the way they think, do business and live
- Create, modify and develop content/curriculum
- Create, review and revise standard operating procedures
- Oversee, monitor and deliver company’s performance metrics
- Develop and/or manages training quality program to ensure appropriate knowledge transfer, quality customer service skill development, and training goals have been met
- Deliver and/or coordinates training covering a range of topics such as technical, operational, customer service, soft skills, communications, and leadership skill development
- Obtain contracts to facilitate trainings for government agencies and healthcare organizations

Executive Director, C.L.A.S.S. Mentoring

October 2012 - December 2016

- Served as an Executive Director to youth to cultivate leadership, encourage achievement and equip them to be socially successful
- Fostered relationships with parents through interactive activities in order to build a strong support system with program participants
- Provided onsite management of support staff to ensure daily operations were successfully achieved
- Recruited program participants to maintain enrollment stats
- Developed relationships with schools in Anne Arundel County to implement after school programs, prepared students for interviewing for summer jobs, communicating effectively, and dressing for success
- Created curriculum to help engage youth in financial literacy, effective communication, social skills, presentation skills and health and wellness
- Developed and implemented workforce development plans for executive leadership in effort to meet programmatic initiatives and goals
- Successfully recruited, screened and on boarded volunteers to assist with programmatic goals.
- Managed and provided oversight of operational budget

Executive Administrator, i5 Church

January 2008 - May 2013

- Provided marital and individual crisis intervention to congregation members, helping them navigate life circumstances and complex situations
- Organized over 20 small groups to meet seasonally for curriculum-based discussion and opportunities for fellowship
- Pioneered recruitment, training, and processes to equip team leaders
- Oversaw assimilation processes that transitioned first time visitors to serving within the ministry
- Created and developed training materials for leadership
- Facilitated leadership and development classes on behalf of membership
- Developed standard operating procedures for leadership programs

Executive Assistant (Temporary), Harbor Bank

August 2007 - January 2008

- Supported Human Resources Director in administrative task
- Confirmed calendar appointments
- Correspondence management and development
- Document creation
- Standard Operating Procedures maintenance
- Client follow-up and email correspondence

Account Executive, Profiles

December 2005 - July 2006

- Anticipated and planned for staffing needs
- Sourced candidates through cold calling, search engines, referrals, networking, career fairs
- Pre-screened, interviewed, assessed, and hired quality candidates for accounting firms
- Developed and maintained relationships with agencies, and other sources of high-quality candidates
- Recruited for both exempt and non-exempt jobs, based on the client needs

EDUCATION AND PROFESSIONAL DEVELOPMENT

Diversity and Inclusion Certification	Cornell University	Ithaca, NY
Associate of Arts (AA), General Studies	Howard Community College	Columbia, MD
Professional Coaching – Business Management Certificate	Howard Community College	Columbia, MD
DiSC Certified Trainer	Swan Consulting Group	
Coach Training Intensive	CaPP Institute	Reston, VA

PROFESSIONAL ACCOMPLISHMENTS /COMMUNITY ADVOCACY

Business Member of BBB Greater Baltimore
 Howard County Commission for Women, Former Chair, Currently Serving
 Howard County Board to Promote Self-Sufficiency, Former Chair, Currently Serving
 Rotary International, Diversity, Equity, and Inclusion Committee Chair, Currently Serving
 Women’s Giving Circle of Howard County
 Leadership Howard County, Class of 2017
 Ambassador for Go Red for Women (American Heart Association), 2015-2016
 Phenomenal Woman Baltimore, 2016
 Fannie Lou Hamer Recipient, 2016
 Published Author of *7 Days to Simply Shift*, 2016

TRAINING FACILITATION AND COACHING CLIENTS

Library of Congress	US Department of Housing and Urban
DC Water	Development
Johns Hopkins Bayview Medical Center	Howard County Government
Johns Hopkins Healthcare	Howard County Public Schools
Howard County Library System	House of Representatives
MedStar Health Systems	Clorox
Federal Bureau of Investigations	Mine Safety and Health Administration
Federal Emergency Management Agency (FEMA)	
And a host of other government, private and nonprofit sector organizations	