



Monica Pelaez

LIFE & EDUCATION COACH

Life and educational entrepreneur, curious mind, dedicated to understanding challenges and collaborating to overcome them.

✉ monica@monicapelaez.com 📞 786.202.3203 📍 521 Santander Avenue, Coral Gables, Florida 33134

WORK EXPERIENCE

EDUCATION COACH

Independent
02/2018 - Present

Achievements/Tasks

- Tutoring and advocacy for children in the autism spectrum.
- IEP collaboration and participation.
- Dyscalculia and dyslexia support.
- General tutoring in: Mathematics (arithmetic, algebra, calculus), Economics, Statistics, History, English, ESOL, Spanish; Executive Skills, College Level Writing.
- Preparation for PRET, SAT, ACT, GRE, GKT examinations.

COO

EMPC
02/2010 – 11/2017

Achievements/Tasks

- Privately owned equity fund with investments in real estate, mutual funds & stocks and bonds.
- USD 3.2 million in assets.
- Investments in “Caballo de Campo” an equestrian tourism events and experience boutique service.
- Investments in “La Biela” a female-centered small cylinder motorcycle parts and service shop.
- Investments in “Home Coaching” a training services company for domestics.
- Property management: property taxes, valuations, maintenance & renovations.

COO/PROGRAM DIRECTOR

SENA – Colombian Government
04/2008 – 12/2009

Achievements/Tasks

- 1.5 million students · 1,600 Tutors · USD 31 million annual budget.
- Massive online ESOL program: Blackboard, Edusoft & proprietary platform.
- Cross departmental projects with Minister of Education and Minister of Commerce.

ONLINE INSTRUCTOR

Sistemas y Formacion - Colombia
2005

Achievements/Tasks

- 2 courses: “Human Rights” & “International Humanitarian Law and International Law in Armed Conflicts.”
- 450 students.
- Cross-functional demographic: Mayors, Police Chiefs, Council Members, Human Rights Advocates.

ONLINE INSTRUCTOR

SENA – Colombian Government
2005

Achievements/Tasks

- 63 low income students.
- Proprietary “English For Beginners.”
- Designed collaborative tools, supervision grading criteria, and glossary.

MARKETING ADMINISTRATOR

Ondademar d.b.a. Blu LLC
2002

Achievements/Tasks

- 63 low income students.
- Proprietary “English For Beginners.”
- Designed collaborative tools, supervision, grading criteria, and glossary.

MARKETING ADMINISTRATOR

Bette&Court
2001

Achievements/Tasks

- 63 low income students.
- Proprietary “English For Beginners.”
- Designed collaborative tools, supervision grading criteria, and glossary.

ADMINISTRATIVE DIRECTOR

KPMG
1996 - 1997

Achievements/Tasks

- 63 low income students.
- Proprietary “English For Beginners.”



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EDUCATION

- *Miami Dade College* – Miami, Florida. / Candidate B.S. Exceptional Student Education. 2020.
- *Miami Dade College* – Miami, Florida. / Associate in Arts – Political Science. 2006.
- *Universidad Pontificia Bolivariana* – Medellin, Colombia. / Law - Three years, full course work. 1995-1997.
- *Universidad del Rosario* – Bogota, Colombia. / Law - One year, full course work. 1991-1992.

SEMINARS & TRAINING

- Certified Professional Coach – Fowler International Coaching, 2018.
- *TouchMath* by Janet Bullock.
- *Susan Barton Reading and Spelling Systems*.
- *Liberty Horse Training* – Martin Contreras Carrizosa @ Brisbane, Australia, April 2016.
- KPMG. BPI. Business Process Improvement Training. 1997.
- University of Antioquia Museum. Life and Death in Ancient Egypt. 1995.

ACTIVISM

- Colombian National Agency for the Defense of Human Rights. Human Rights and International Humanitarian Rights Diploma. 2005.
- Colombian National Agency for the Defense of Human Rights. Armed Conflict International Law Diploma. 2005.
- Colombian National Agency for the Defense of Human Rights. Class Actions Seminar. 1994.
- Office of the Governor of Florida. Community Liaison Internship. 1992.
- 1992 Constitution: Colombian National Constitutional Assembly. Discussion Panels – “7ª Papeleta”. Universidad del Rosario, Bogota. 1992.

AWARDS

- Colombian National Public Administration Medal. Senior Executive Management Award. December 2009. (*Premio Nacional de Alta Gerencia de la Funcion Publica. Categoria Nacional*)
- Regional Ombudsmanship of San Andres, Providence and Santa Catalina. Human Rights Apostle Recognition. December 2009.

EVENTS

- TED Women *Momentum* – Monterrey, California, 2015.
- Y-Combinator *Female Founder's Conference* – San Francisco, California, 2015.
- Microsoft *School of the Future Summit* – Seattle, Washington, 2009.
- International Trade Organization *Competitiveness Forum of the Americas 2008* – Atlanta, Georgia, 2008.
- Edusoft “*English for all Colombians*” *Development Workshop* – Tel Aviv, Israel, 2008.

LANGUAGES

English ■■■■
 Spanish ■■■■
 French ■■

TECHNOLOGY

Blackboard LMS, Edusoft English Discoveries, Rosetta Stone, Pearson English. Adobe Creative Cloud, Office, Google Drive/App Suite, Rallio Social Media Management.

INTERESTS

- 🎻 Classical Music & Opera
- 🐎 Cross-country riding
- 🌿 French Decorative Arts
- 🎾 Tennis