



## **Mary T. Scott**

Executive coach, seminar leader, and author of the Amazon best seller, **111 Ways to Streamline Your Time** with Microsoft® Outlook® 2007 and 2003.

### **Professional Expertise/Services**

\*Professional certified coach

\*Seminar leader/facilitator of programs that help people be better leaders of themselves and others, as well as streamline their time with email, using Microsoft® Outlook® as primary tool

\*Mentor with Women Unlimited, Inc.

\*Author

### **Recent Assignments**

\*Coaching individuals in leadership roles as well as seeking new roles.

\*Coach managers in Executive Leadership Excellence program provided by the Crummer Graduate School of Business at Rollins College

\*Created and facilitate seminars on “Streamline Your Time with Microsoft® Outlook®” for client companies

\*Created and facilitated “Believe in You” seminar at American Express, Ft Lauderdale

\*Facilitated seminars on “Streamline Your Time” and “Elevate the Leader in You” for Florida Surveying & Mapping Society

\*Have a few “Streamline Your Time with Outlook 2010” seminars coming up

### **Education and Professional Affiliations**

- Masters in Corporate Communication & Technology, Rollins College, Winter Park, FL
- Bachelors in Organizational Communication, Rollins College
- Certified Professional Coach, International Coach Academy, Australia
- In process – Certified Professional Coach, International Coach Federation

### **Contact Information**

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