

Joanne M. Ketch

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QUALIFICATIONS

- Articulate with excellent verbal and written communication skills
- Ability to relate to and build relationships with a wide variety of people
- Self-motivated, creative, diplomatic and disciplined

PUBLICATIONS

Published in ***Biblical Parenting*** by Crystal Lutton

My ideas, experience and work are included in this book that has been widely read by the Christian community seeking a graced-based parenting style.

Published in ***Disciplining Children With Confidence*** by Grace Chou

The author includes my journey to become a teacher of Positive Discipline and my ideas regarding parenting.

EXPERIENCE

2000-Present Owner, PositiveDiscipline at YahooGroups.com

This is an active email list that was started to provide support, advice, information and discussion on issues relating to parenting positively and using the Effective Practical Parenting method I developed. The list includes over 2,500 members.

2000-2007 Moderator, Gentle Christian Mothers

This community includes more than 1,500 members seeking advice, support and information on natural, positive and grace-based discipline. I served as the Moderator of the Discipline Forums, Addiction Forums, Aging Parents Form and Homeschooling Forum. Also helped to manage the community as a Community Leader.

1992-1995 Administrative and Personal Assistant

Chojnacki and Associates, Inc.

Houston, Texas

Chojnacki & Associates, Inc. was a management consulting company providing assessment, assistance, support and productivity coaching to small to mid-sized privately held companies.

- Researched and composed business and personal correspondence
- Handled all computer work, including project tracking and financial spreadsheets
- Initiated, answered and expedited solutions via phone for clients, potential clients, employees and vendors

1991-1992 Office Manager

The Money Tree Investment Corporation

Orlando, Florida

The Money Tree Investment Corporation underwrote small business loans through the Small Business Administration.

- Assisted in opening a high-volume location, including office set-up, services, furniture, supplies, décor
- Provided administrative support to two loan officers and one loan underwriter
- Responsible for all office administrative functions, including correspondence, communications, marketing, and accounts payable
- Assisted loan officers in relationship building with business owners

1991-1992 **Staff Assistant**

Baumgarten Financial, LLC

Orlando, Florida

Baumgarten Financial offers insurance estate planning services to high net worth clients.

- Provided support and reported directly to the Practice Administrator
- Performed routine and specialized administrative tasks including design and implementation of marketing programs, client tracking, case expediting and quality control

1984-1990 **Restaurant and Hospitality Industry**

Worked in various positions throughout high school and college.

EDUCATION

St. Andrews Presbyterian College

Laurinburg, North Carolina

Graduated Cum Laude, Dual Degree, 1988

B.A. Business

B.A. English, with Honors

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