

# (Elizabeth) Casey Moore

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## PROFESSIONAL HIGHLIGHTS

- ♦ Small business owner for nineteen years
- ♦ Certified and experienced productivity coach
- ♦ Author of two books and creator of a unique productivity model and assessment tool
- ♦ Thirty years of professional experience in group training

## WORK HISTORY

### The Productivity Coach and CEO | Living Simply Consulting, Inc.

[LivingSimplyConsulting.com](http://LivingSimplyConsulting.com) | January 2000 – present (full time starting January 2004)

- ♦ Support clients through the change process as they experiment with and build positive habits
- ♦ Train individuals and groups to work more efficiently and effectively through application of simple, specific behaviors
- ♦ Provide customized group training on productivity and work/life integration topics
- ♦ Run a small business, performing as CEO, marketing director and office manager
- ♦ Corporate client list provided later in this document

### Instructor | Coach Approach for Organizers

[CoachApproachForOrganizers.com](http://CoachApproachForOrganizers.com) | 2015 – present

- ♦ Train coaching students as lead instructor and co-lead instructor through lecture, discussion, demonstration, observation, feedback, and evaluation
- ♦ Coaching Essentials (primary course) and Productivity Coaching (advanced)

### Writer, Researcher | Virginia Business Magazine

[VirginiaBusiness.com](http://VirginiaBusiness.com) | January 2004 – August 2005

- ♦ Researched, wrote and edited the *Hampton Roads Statistical Digest*

### Writer, Researcher & Training Specialist | Texas Workforce Commission

[TWC.state.tx.us](http://TWC.state.tx.us) | November 1996 – July 2003

- ♦ Researched, wrote, edited and designed career-oriented publications (typically 60 pages each):
  - ♦ *Pathways to Personal Independence* (2003)
  - ♦ *Starting the Conversation* (2002)
  - ♦ *Charting Your Course* (2002)
  - ♦ *Your Next Job* (2002)
  - ♦ *Texas Job Hunter's Guide* (2001, 1997)
  - ♦ *Why Study This??* (2001)
  - ♦ *Succeed at Work* (2000)
  - ♦ *Texas Career Progressions* (1999)
- ♦ Promoted CDR products through workshops across the state of Texas
- ♦ Produced the department's three top selling publications in 2002
- ♦ Generated sales around Texas and the nation of over 122,800 publications as of May 2003
- ♦ Produced a publication (*Starting the Conversation*) that syndicated career columnist Joyce Lain Kennedy featured and recommended (April 2003)
- ♦ Received TWC award for "Outstanding Effort and Creativity" for *TJHG* (1998)
- ♦ Helped design and produce the original DECIDE website

- ♦ Coordinated beta testing and user focus groups to gain feedback about career software
- ♦ Awarded a grant from the Department of Labor to study career progressions
- ♦ Promoted new software and services across Texas in 1997, conducting 63 training sessions for 5,494 participants, ranging from middle school students to workforce professionals, especially secondary school teachers

**Speaker | LSI Consulting (self-employed, part-time)**

*Company Discontinued | 1999 – 2002*

- ♦ Presented workshops on labor market and career development to counselors and teachers
- ♦ Established a steady clientele of word-of-mouth and repeat clients

**Program Assistant | Texas Incentive & Productivity Commission**

*Company Discontinued | 1994 – November 1996*

- ♦ Promoted employee incentive programs through public speaking at agencies and events
- ♦ Trained representatives from state agencies to coordinate and promote programs
- ♦ Prepared curriculum for training sessions and produced necessary materials and visual aids
- ♦ Designed and maintained a complex, user-friendly database to monitor suggestions
- ♦ Wrote and edited articles for statewide newsletter; helped prepare brochures, reports
- ♦ Organized and coordinated meetings for statewide association and Governor's Awards

**Program Assistant | St. David's Pavilion**

<https://StDavids.com/> | *November 1989 – November 1992*

- ♦ Marketed treatment program through speaking at schools and other organizations
- ♦ Created and led daily workshops for treatment center clients
- ♦ Co-facilitated or led therapy sessions for individuals and groups
- ♦ Wrote patient handbook for two units of a psychiatric hospital
- ♦ Acted as Intake Counselor, leading clients from first call through program orientation

## **EDUCATION**

**Master's of Arts | 4.0 GPA | Lifespan and Digital Communication**

Old Dominion University | January 2018 – present

**233 hours | Coaching-Specific Training**

Coach Approach for Organizers | February 2009–present

**27 credit hours | 4.0 GPA | Master's of Social Work Program**

The University of Texas at Austin | August 1992–December 1993

**Bachelors of Arts | 3.8 GPA | Psychology with Sociology Minor**

The University of Texas at Austin | 1985–1989

**8 credit hours | 3.5 GPA**

Harvard University | summer 1984

## ACADEMIC AWARDS

- ♦ Graduated with Highest Honors | The University of Texas at Austin | 1989
- ♦ Phi Beta Kappa Society | 1989
- ♦ National Merit Four-Year Scholarship | 1985

## PROFESSIONAL QUALIFICATIONS

### Certifications

- ♦ Professional Certified Coach (PCC) | International Coach Federation | 2017
- ♦ Professional Certified Organizer Coach (PCOC) | Institute for Applied Coaching | 2014
- ♦ Associate Certified Coach (ACC) | International Coach Federation | 2014
- ♦ Certified Organizer Coach (COC) | Institute for Applied Coaching | 2011
- ♦ Certified Professional Organizer (CPO®) | Board of Certification for Professional Organizers | 2007

### Certificates for Courses of Study

- ♦ Negotiation Skills Bootcamp | ODU College of Continuing Education and Professional Development | 2018
- ♦ Chronic Disorganization Specialist Level II | Institute for Challenging Organization | 2010
- ♦ ADD Specialist Level II | Institute for Challenging Organization | 2010

### Leadership Program

- ♦ LEAD Hampton Roads | Class of 2016
- ♦ Group Leader

### Software Expertise

- ♦ Microsoft Outlook, OneNote, Word, Excel, PowerPoint, Publisher
- ♦ SPSS 26

## PROFESSIONAL TRAINING COURSES

Training hours are coaching-specific and instructor-supervised. All but the first two are through Coach Approach:

- ♦ World Business Executive Coaching Summit | 2019–2020 | 30 hours
- ♦ ICF Coaching Ethics | 2020 & 2017 | 3 hours
- ♦ Group Mentor Coaching | Winter 2017 | 13.5 hours
- ♦ Leadership Coaching I | Fall 2016 | 9 hours
- ♦ Fostering Mindful Change Lab | Winter 2016 | 6 hours
- ♦ Productivity Coaching | Winter 2015 | 9 hours
- ♦ Graduate Book Analysis *Leadership* | Fall 2014 | 9 hours
- ♦ Graduate Book Analysis *Body-Centered Coaching* | Summer 2014 | 9 hours
- ♦ Advanced Practices in Accountability | Spring 2014 | 7.5 hours
- ♦ Core Competency Intensive Managing Accountability II | Winter 2013 | 7.5 hours
- ♦ Fostering Mindful Change Lab | Fall 2013 | 6 hours
- ♦ Graduate Book Analysis *Wellness Coaching* | Fall 2013 | 6 hours
- ♦ Core Competency Effective Communication | Fall 2012 | 7.5 hours
- ♦ Graduate Book Analysis *The Heart of Coaching* | Fall 2012 | 6 hours
- ♦ Core Competency Intensive Managing Accountability | Summer 2012 | 7.5 hours
- ♦ Core Competency Intensive Co-Creating the Relationship | Fall 2011 | 7.5 hours

- ♦ Coaching Lab with an MCC | Spring 2011 | 6 hours
- ♦ Core Competency Intensive Holding the Client's Agenda | Fall 2010 | 8 hours
- ♦ Organizer Coach Practicum | Summer 2010 | 9 hours
- ♦ Organizer Coach Integration | Spring 2010 | 9 hours
- ♦ Coaching Skills II | Winter 2010 | 13.5 hours
- ♦ Coaching Lab with an MCC | Fall 2010 | 6 hours
- ♦ Brain-based Coaching | Fall 2009 | 13.5 hours
- ♦ Coaching Skills I | Winter 2009 | 13.5 hours

## **PROFESSIONAL SERVICE**

### **National Association of Productivity and Organizing Professionals (NAPO)**

- ♦ Board member, national level | May 2016–May 2019
- ♦ Chair, Education Committee | Fall 2007–Fall 2009

### **Board of Certification for Professional Organizers (BCPO)**

- ♦ Board member | May 2016–May 2019

### **NAPO-Richmond**

- ♦ Treasurer | May 2011–April 2013
- ♦ Membership Director | May 2010–April 2011

### **BNI Circle of Excellence Chapter**

- ♦ President | October 2007–April 2008
- ♦ Vice President | August 2007–October 2007
- ♦ Secretary/Treasurer | October 2004–September 2005

## **PROFESSIONAL MEMBERSHIPS**

- ♦ International Listening Association | November 2018–present
- ♦ National Association of Productivity and Organizing Professionals (NAPO) | January 2000–present
- ♦ NAPO-Richmond | November 2006–May 2020 (it disbanded)
- ♦ International Coach Federation | April 2013 – present
- ♦ Institute for Challenging Organization, formerly NSGCD | May 2007–April 2017
- ♦ National Speakers Association | December 2009–December 2015
- ♦ BNI | March 2004–September 2009

## **PUBLISHED WORK**

### **Books**

- ♦ *The Productivity Chain: The Holistic Way to Spend Your Time on What Matters (SOSP, Second Edition)* | 2018
- ♦ *Curious Accountability: Three Coaching Conversations for Better Client Results* | e-book co-authored with Cameron Gott, PCC | 2017
- ♦ *Stop Organizing, Start Producing: Leverage the 12 Factors that Make or Break the Busy Professional* | 2011

## Book Chapter

"Collaboration Using the Curious Accountability Model" in *The ICD Guide for Collaborating with Professional Organizers*, Phyllis Flood Knerr, CPO-CD®, M.A. (Ed.) | co-authored with Cameron Gott, PCC | 2014

## Articles

- ♦ "Think bigger about email" | *Executive Lifestyle Magazine* | October 2010
- ♦ "Clear the clutter" | *Small Business Insight of Hampton Roads* | August 2010
- ♦ "Help them help you II" | *Executive Lifestyle Magazine* | July 2010
- ♦ "Help them help you I" | *Executive Lifestyle Magazine* | April 2010
- ♦ "Do's and don'ts" | *The Virginian-Pilot* | January 2010
- ♦ "Small changes matter" | *Executive Lifestyle Magazine* | January 2010
- ♦ "Prepare for external pressure" | *Executive Lifestyle Magazine* | October 2009
- ♦ "Tap your inner editor to live more simply" | *Inside Business* | August 2009
- ♦ "Quitting lets you begin anew" | *Inside Business* | July 2009
- ♦ "Our dark age brains can't keep up with it all" | *Inside Business* | July 2009
- ♦ "Getting measurable results" | *San Diego Statement* | June 2009
- ♦ "Get measurable results from your goals" | *Executive Lifestyle Magazine* | April 2009
- ♦ "Do your most important work" | *Commercial Real Estate Magazine* | March 2009
- ♦ "Clearing mental clutter" | *Executive Lifestyle Magazine* | January 2009
- ♦ "Think you're a PM and you'll behave as one" | *Inside Business* | August 2008
- ♦ "Kindness counts, a lot" | *Inside Business* | June 2008
- ♦ "Use the four pillars to balance your work" | *Executive Lifestyle Magazine* | May 2008
- ♦ "Give it a rest, now" | *Inside Business* | February 2008
- ♦ "You can't do it all, so delegate effectively" | *Inside Business* | July 2007
- ♦ "Suggestions to make your meetings meaningful" | *Inside Business* | June 2007
- ♦ "Feeling like Lucy? 12 steps you'll love" | *Inside Business* | May 2007
- ♦ "Control the open door" | *Inside Business* | April 2007
- ♦ "Don't give up on 2007" | *Inside Business* | March 2007
- ♦ "Organized resolve" | *Inside Business* | January 2007
- ♦ "Managing multiple priorities" | *Breathe Magazine* | December 2006
- ♦ "Stop the busy-ness" | *Inside Business* | October 2006
- ♦ "12 factors of time" | *Inside Business* | October 2006

## NATIONAL PRESENTATIONS

### Institute for Challenging Disorganization Teleclasses

- ♦ 2015 May | Mindfulness: The Productivity Magic Bullet
- ♦ 2014 March | Chronic Disorganization and Teams: Making It Work at Work
- ♦ 2013 May | Accountability Essentials for the CD Client
- ♦ 2013 March | Assessing the CD Client's Productivity Potential

### National Association of Productivity and Organizing Professionals Annual Conference

- ♦ 2015 | Rocket to New Dimensions of Leadership Fueled by Productivity Power (Leadership Forum)
- ♦ 2013 | Accountability Essentials: Help Your Clients Grow  
2012 | Creating and Using an Action Plan to Achieve Success (Pre-Conference Session)

- ♦ 2011 | Organizing Isn't Enough: Conducting a Comprehensive Productivity Assessment of the Office Client
- ♦ 2009 | Get Measurable Results: Quantifying Progress in the Office Client
- ♦ 2007 | Finding the Weak Links: Assessing the Office Client

## **ACADEMIC PRESENTATION**

- ♦ ODU Graduate Research Appreciation Day | “#HowIWillChange: A Failure to Listen to #MeToo” | 2019

## **COMMUNITY SERVICE**

### **The Junior League of Norfolk-Virginia Beach**

- ♦ Board Member | Parliamentarian | 2007 –2008
- ♦ Mardi Gras Madness Sponsorship Co-Chair | 2006 – 2007
- ♦ An A’Fair to Remember Vendor Chair | 2005 – 2006
- ♦ Member | 2004 –2008

### **Urban League of Hampton Roads**

- ♦ Board member | 2006 – 2007

### **Pius X Catholic Church**

- ♦ Cantor | 2004 – 2005

### **St. Austin Catholic Church**

- ♦ Cantor, Choir Member, Lector, Eucharistic Minister | 1988 – 2003

### **Austin Nursing Center**

- ♦ Volunteer – ran weekly evening program for patients | 1999 – 2000

## **PERSONAL HIGHLIGHTS**

- ♦ Married to Mark Moore, Ph.D., M.B.A., since 2002
- ♦ Hiked the Appalachian Trail with Mark | August 2008–September 2017
- ♦ Currently section-hiking Vermont’s Long Trail

*See next page for list of group training client organizations*

## GROUP TRAINING CLIENTS

The following received group training at least once (not an exhaustive client list):

Advanced Mortgage Services, Inc.  
AGI  
Allen, Allen, Allen & Allen  
American Business Women Association  
Association of Fundraising Professionals  
BB&T Hampton Roads  
BearingPoint  
BNI  
Capital Coaches Conference, DC  
Coastal Training Technologies  
Cherry, Bekaert & Holland  
Chesapeake General Hospital  
Chick-fil-A (Atlanta headquarters)  
Commercial Real Estate Women  
CPCU Society of Hampton Roads  
Data Facts, Inc., Memphis  
Eastern Virginia Orthodontics Study Group  
Executive Women International  
Executive Women Golf Association  
Farmers Insurance  
Financial Planners Ass'n of Hampton Roads  
Fitness Together  
Freedom Automotive  
Global Entrepreneurship Week Conference  
Goodman & Company"  
GVA Advantis  
Hadassah/Jewish Family Services  
Hampton Roads Network for Executive Women  
Hercules Living  
Huff, Poole & Mahoney  
International Coach Federation, Richmond  
Illinois Staff Physician Recruiters  
Institute for Challenging Disorganization  
International Association of Administrative Professionals  
International Special Events Society, HR chapter  
Junior League of Norfolk-Virginia Beach  
Kaufman & Canoles  
KITCO  
KPMG  
LearningRx of Virginia Beach  
Legal Aid of Virginia  
Linda Fox-Jarvis and Associates  
Loan Care Servicing Center  
McKesson (PSS): Chicago & VA Beach  
National Association of Mutual Insurance Companies Conference  
National Association of Productivity and Organizing Professionals (NAPO)  
NAPO-Austin  
NAPO-Houston  
NAPO-Richmond  
NAPO-Washington D.C. (and MARCPO)  
National Ass'n of Women Business Owners  
Norfolk Association of Insurance & Financial Advisors  
Northwestern Mutual Financial Network  
NPALSA, Ass'n for Legal Professionals  
Old Dominion University  
Real Property Management (HR)  
Public Relations Society of America (HR)  
RCEN (American Business Women's Ass'n)  
Rutter Mills  
Shire Pharmaceuticals  
SL Nusbaum  
Strickland & Jones  
Taylor Johnson Group  
Team Nimbus  
TFA Benefits  
The Salvation Army of Hampton Roads  
Tidewater Builders Association  
Tidewater Medical Women's Association  
TowneBank and other Towne entities  
Troutman Sanders  
Urban League of Hampton Roads  
USA Discounters, Virginia Beach  
US Forest Service, Colorado  
US Naval Academy Alumni, HR Chapter  
US Navy (NAVFAC MIDLANT)  
Virginia Accounting & Auditing Conference  
Virginia Leadership Retreat"  
Virginia Beach Legal Staff Association  
Wachovia Securities  
Wells Fargo/Wachovia Securities: Norfolk, Virginia Beach, Chicago  
Williams Mullen