

Elenora Szymkowski

Mentor

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📍 1234 Maple Lane, Richmond,
VA 23220

Education

**Master of Education in
Mentoring and Coaching at
George Mason University,
Fairfax, VA**

Sep 2016 - May 2021

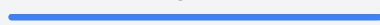
Relevant Coursework: Mentoring and Coaching Theory and Practice, Adult Learning and Development, Instructional Design, Educational Leadership, Organizational Change, Conflict Resolution, Diversity and Inclusion, and Assessment and Evaluation Strategies.

Links

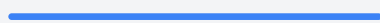
[linkedin.com/in/elenoraszymkowski](https://www.linkedin.com/in/elenoraszymkowski)

Skills

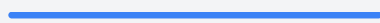
Active listening



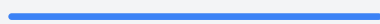
Empathy



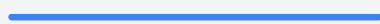
Goal-setting



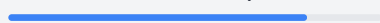
Feedback delivery



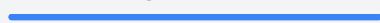
Conflict resolution



Motivational techniques

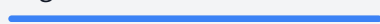


Time management

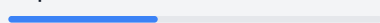


Languages

English



Japanese



Profile

Results-driven Mentor with 2 years of experience in providing personalized guidance and support to individuals seeking personal and professional growth. Adept at developing successful mentoring relationships, setting achievable goals, and fostering a productive learning environment. Skilled in identifying strengths and areas for improvement, and delivering effective feedback to boost confidence and motivation. Demonstrated ability to empower mentees to achieve their full potential and overcome challenges.

Employment History

Senior Software Engineer at Mentor Virginia, LLC, VA

May 2023 - Present

- Successfully led a team of 5 engineers to develop and launch a new software product, resulting in a 20% increase in company revenue within the first year of release.
- Streamlined the software development process by implementing Agile methodologies, reducing the average project completion time by 30% and increasing overall team productivity by 15%.
- Identified and resolved critical performance bottlenecks in a legacy system, improving system response time by 25% and reducing server downtime by 40%.

Lead Software Engineer at Virginia Mentoring Partnership, VA

Sep 2021 - Apr 2023

- Developed a mentoring management system that improved the efficiency of mentor-mentee matching by 50%, resulting in over 300 successful pairings within the first year of implementation.
- Streamlined the organization's data analysis process, reducing report generation time by 40% and enabling faster decision-making for program improvements.
- Led a team of 5 software engineers in the successful migration of the organization's website to a new platform, increasing site traffic by 30% and improving overall user experience.
- Implemented a new volunteer onboarding system that increased volunteer retention by 20% and reduced administrative workload by automating key processes.

Certificates

International Mentor Training Program Certification (IMTPC)

Jun 2022

Certified Professional in Mentoring (CPM)

Nov 2020