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C/ Narvaez, 58, 28009 Madrid (Spain) 

Helping professionals recharge, refocus, and reconnect through experiential learning.



PROFILE

Facilitator & Trainer in Healthy Productivity, Stress Management, Mindfulness, and Personal Leadership. Certified in Executive and Personal Coaching, Coaching by Values®, The Stress Map®, and NLP.

Over **20 years of corporate experience** as Executive Assistant in international environments — bringing a practical, business-oriented and empathetic perspective to every training. Trilingual: English, German, and Spanish



TRAINING & COACHING EXPERIENCE

Certified Coach, Mentora and Facilitator

01/2023 – PRESENT

- Design and delivery of on-site and virtual interactive **training programmes, workshops, and masterclasses** on stress management, healthy productivity, accountability & ownership, and personal leadership.
- Corporate and association clients include Telefonica, Madrid Chamber of Commerce, Women@Bosch, BEONx, Marlex, ASPM, EWMD, IMA, Forum Business Travel, and Carrera de la Mujer (solidary Women's Run).
 - **Examples Mini-Workshops:** Experiential workshops on change & adversity management, stress diagnosis and management, and values. Masterclass on Healthy Productivity.
- Coaching mainly females executives and Executive Assistants in self-confidence, self-leadership, chronic stress diagnosis & management, burnout prevention, value work and priorities.

Founder of The Corner of Excellence

05/2016 – PRESENT

- Creator of a trilingual website with 100K+ annual visitors focused on wellbeing and personal and professional growth, and offering online courses, masterclasses and info products.
 - **Examples:** In-person and recorded practical Masterclass on Mindfulness & Relaxation Techniques.

Ideas for Culture Vitale

Session 1 – “The Pause that Boosts Energy”

A guided mindfulness and breathing practice designed to calm the nervous system, release tension, and reset focus. (15–30 min)

Session 2 – “From Overwhelm to Flow”

A short experiential workshop blending reflection and group discussion to identify personal stress signals and simple tools to restore clarity and energy. (45–60 min)

Session 3 – “Own Your Day”

An interactive session on healthy productivity and micro-habits for balance, using playful coaching techniques to reconnect with purpose and motivation. (60–90 min)

Each session can stand alone or combine to create a “Vitality Afternoon” for teams under pressure.



CORPORATE BACKGROUND (SELECTED)

Executive Assistant / Personal Assistant (*Madrid, 2000 – 2023*)

Over 20 years of experience in senior administrative and executive support roles for multinational companies such as Sport Life Ibérica, Motor Presse, Heineken, Adecco, and Uralita.

Key achievements:

- **Project management**, organisation of executive meetings and events.
- **Process improvement and workflow optimisation** for leadership teams.
- **Training delivery** for peers, **mentoring and onboarding** for new hires.

International work experience

Germany, United Kingdom and Spain

(Detailed employment history available on LinkedIn profile or upon request.)



EDUCATION & CERTIFICATIONS

- **Vocational Training Instruction (SSCE0110)** | Grupo Colón-IECM, 2025
- **International Certification in Executive & Personal Coaching (Level 2)** | EFIC/AESCO, 2025
- **Practitioner in NLP & Life Coaching** | Auspiciu, 2024
- **Specialist in The Stress Map®** | Zinquo, 2023
- **International Certification in Coaching by Values®** | Zinquo, 2023
- **Executive and Business Administration Programme** | EAE – Rey Juan Carlos University, 2014
- **Trilingual Executive Assistant Training** | EWS Dresden, 2000

(Additional training in Mindfulness, Digital Wellbeing, Time Management, and Communication, Leadership and coaching tools available on LinkedIn profile or upon request.)



LANGUAGES

- German: native
- Spanish: bilingual (C2)
- English: C1



DIGITAL SKILLS

MS Office, Google Workspace, Asana, Trello, Notion, Miro, Canva, WordPress, social media, AI tools (ChatGPT, Gemini).



ADDITIONAL FACTS

- Availability to travel.
- Driving licence B.



PROFESSIONAL MEMBERSHIPS/VOLUNTEERING

- Active member & collaborator of ASPM (Madrid Professional Secretarial Association), EWMD (European Women's Management Development Network) and AESCO (Spanish coaching association)