

ALISSA THORNTON, PCC, ACRW, CPRW

Career Overview

Alissa Thornton is an ICF-credentialed coach (PCC) and highly skilled facilitator. She has coached and consulted with 1,300+ U.S.-based and international clients from the private sector, public/Federal sector, and non-profit space. Alissa's clients have worked across organizational levels and include C-Suite executives and leaders, civil service directors and executives (SES), and foreign service officers and ambassadors. Her clients are primarily focused on becoming stronger leaders and performers and determining how to transition effectively within their own organizations or externally.

Alissa is a twice-certified résumé writer, and communications, particularly executive-level communications, is an area of strength for her. She is also highly skilled in developing résumés for SES/Federal executive positions. Alissa has coached and consulted with dozens of leaders on ways to improve and enhance their performance and ultimately achieve their goals.

Further, she has coached and provided career advisory services to graduate and advanced-studies students from Georgetown University, The George Washington University, and Flatiron School. Prior to focusing her career on coaching and consulting, Alissa spent ten years working in HR management and development with global and national organizations in hospitality and financial services – Marriott International, HMSHost, and Chevy Chase Bank (now Capital One Bank).

As a credentialed (PCC) coach, Alissa brings her insights, active listening, and thoughtful, probing questions to conversations. She facilitates client growth, and momentum is a significant aspect of her philosophy. As a coach, consultant, trainer, and facilitator, Alissa positively challenges and encourages clients to identify their strengths and develop as leaders.

By the Numbers

- Helped clients from 7+ industries, 4+ Federal agencies, and 3+ non-profit organizations.
- Coached and/or consulted with more than 1,300+ clients and students with more than 50% of clients serving in senior-level or executive-level leadership positions.
- Delivered, created, and/or facilitated more than 100 workshops.
- Reviewed, edited, or helped to create approximately 1,200 traditional and Federal résumés.

Education and Certifications

EQ-i 2.0 Certification
Associate Certified Coach (PCC)
California Psychological Inventory Certification (CPI 260)
Academy Certified Résumé Writer (ACRW)
Certified Professional Résumé Writer (CPRW)
Myers-Briggs Type Indicator Certification (MBTI)
M.A., Organizational Sciences/Human Resources Management, The George Washington University
B.S., Art and Art History, James Madison University

Professional Affiliations

International Coaching Federation (ICF)
Professional Association of Résumé Writers & Career Coaches (PARW/CC)