



**Crystal Jonas, President and Owner**

Tap Your Genius, Inc. (719) 291-0366  
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**DUNS:**  
556857493

**CAGE:**  
4ZCJ6

**Certifications:**

Small Business --- Veteran Owned --- Woman Owned

**NAICS Codes:**

611430	541611	541612	541618	561110
611210	611310	611699	611710	923170

**Core Competencies: Classes for Admin Support Professionals**

- **Admin assistant training:**  
*Mastering your most challenging responsibilities*
- **From Chaos to Calm: (Time and Stress Management)**  
*Proven new solutions to get the right things done quickly and well with energy to spare*
- **Customer service:**  
*Building professional relationships that foster collaborative, productive work environments*
- **Communication skills for admin professionals: (2 – day course)**  
*Business etiquette and professional presence, speaking with confidence and credibility, business writing: grammar and mechanics, effective listening, communicating across all generations*



**Bio:**

- Seminars presented in all 50 states & overseas
- Former Assistant Professor at USAF Academy
- 10 – time published author
- Since 2003, over 2000 training days delivered

**Past Performance**

- US Army Special Operations Command (Airborne) **(USASOC)** – Presentation Skills
- Housing and Urban Development **(HUD)** – Emotional Intelligence
- **City and County of Denver** – Team Building
- US Department of Agriculture **(USDA)** – Presentation Skills
- Federal Emergency Management Agency **(FEMA)** – Change & Priority Management
- Nat’l Oceanic and Atmospheric Admin **(NOAA)** – Conflict Management
- Bureau of Land Management **(BLM)** – Power Up Your Productivity
- US Forest Service **(USFS)** – Emotional Intelligence

**Differentiator**

- Successfully delivering crystal clear communication, public speaking and leadership development programs to high tech, analytical and data-driven professionals since 1991.
- Programs backed by solid science and field-tested. Content is interesting, proven and engaging. Each participant leaves with a clear step-by-step plan for immediate use.

Credit cards accepted