

# JOSEPH J PLUNKETT

## EDUCATION ADVOCATE



1071 Thunder Road  
Palo Alto, CA 94306



(650) 461-9385



joseph@pqrmail.com



joseph.com

### CAREER OBJECTIVE

To acquire a position as Education Advocate in which I can use my abilities to enhance and grow with the company.

### EMPLOYMENT

#### Education Advocate | Hope Center for Children

2016 - Present

- Mentored and provided regular feedback to the Education Officer, including, but not limited to, formal performance evaluations.
- Facilitated in the understanding of a child's educational needs by explaining reports in plain language to families and educators.
- Accompanied parents to IEP, Section 504, and other school meetings and provided advice and assistance throughout the process.
- Conducted visits to ascertain EVkid-in-transition needs and progress, and prepared teacher conference reports and follow up.
- Gathered resources on local academic programs and educational resources to better serve and connect the client base to programs.

#### Education Advocate | Inspired Learning Coaching, LLC

2014 - 2016

- Researched and stayed up to date with the Cambodian Ministry of Education's (MoE) strategic priorities and requirements.
- Informed parents of their child's rights and suggested appropriate special education services and programs that meet their needs.
- Worked with the School Manager and Education Coordinator to coordinate with CFI students' public school scheduled with CFI class schedules.
- Conducted home visits with families of kids-in-transition to make the liaison between school, tutoring, and parents.

### EDUCATION

#### Bachelor's Degree in Social work, 2012

Fort Valley State University,  
Fort Valley, GA