Jacques Sortore

Experienced Employee

Belgrade, MT 59714 gunterdogo@comcast.net (425) 445-4723

Dynamic employee with M.Ed. in School Counseling eager to contribute my many skills.

- Counseling: Concerned Counseling professional with expertise that transfers into grounded experience in comprehensive student centered customer service model that focuses on the needs of students and families.
- Customer Service Diversity: Ability to communicate with ethnically and culturally diverse communities. Ability to follow all program policies, procedures, and guidelines including but not limited to client confidentiality and safety, information security, and non-discrimination policies and procedures.
- Leadership: Proven ability to lead in a positive direction, including coordination of office-wide training and professional development activities.

Authorized to work in the US for any employer

Work Experience

Program Coordinator

SL Start & Associates - Mukilteo, WA June 2016 to Present

Supervise program for youth with autism. Assign employees daily shifts. Purchase necessary supplies for home. Make sure all meds are ordered and given on time. Maintain high standards of care. Create daily activities and meals for clients. On call for any emergencies. Supply state with required documents monthly. Meet with parents to create behavioral plans and functional needs. Monthly budget done timely.

Personal Assistant

Wife with breast cancer - Bothell, WA 2012 to 2015

Responsibilities

I took care of all the duties necessary to help with my wife's recovery. Trip to the doctor medication duty whatever else she might need to be comfortable.

Accomplishments

Brenda fully recovered.

Skills Used

Compassion understanding. I also worked with all five of our animals including two rescue dogs to make sure they were comfortable and taken care of just as the part of the family.

Dean of Students

Northshore School District - Bothell, WA 2000 to 2009

- Offer support to counseling office by assisting with class scheduling, drop-in counseling sessions, and facilitating annual student orientations.
- Encourage students' social, emotional, and personal growth at each stage of their development and helped students maximize their potential.
- Exercise knowledge of all aspects of guidance responsibilities including registration, course and program selection, education/behavior plans, class scheduling, school adjustment, truancy, test interpretation, and building effective study habits.
- Attend weekly Multi-Disciplinary Team Meetings; frequent workshops, seminars, or professional meetings to remain informed of new developments in school administration.
- Assist students in understanding self and developing a positive self-image, showing respect for the feelings of others, understanding the decision-making process, and maintaining effective relationships.
- Enhance the impact of Individual Education/504 plans in collaboration with teacher by addressing discipline concerns, offering administrative support, and mediation between students involved in bullying.
- Initiate efforts to foster tolerance, understanding, and appreciation of diversity in school.

Site Coordinator

Southeast Family YMCA - Everett, WA 1998 to 2000

- Formulated policies and procedures governing YMCA Y-Kids site operations including curriculum design.
- Strategically budgeted and managed monthly expenses to control costs and maximize use of resources.
- Prepared students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Collaborated with parents to ensure YMCA program provided the best academic and physical activities for students.

Classified State Employee/TA II

State of Nevada - Reno, NV 1992 to 1998

- Provided at-risk students with strong leadership based on a genuine concern for their wellbeing; mentored students in acquiring academic success.
- Generated comprehensive reports covering proof of legitimate and worthy work results; ensured timely transmission to the State of Nevada.

Education

M ED

Ba. Criminal Justice

Skills

- Expense Management
- Information Security
- Curriculum Development
- Computer Networking

Certifications and Licenses

Esa school counseling

Present