Jacques Sortore

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Educational Administration/Office Management

*Resourceful and skilled professional with hands-on experience in administrative support, school operations, and program management within fast-paced environments.*

— Key Qualifications —

* Stellar record of leading numerous programs from conception to completion within defined time and budget.
* Instrumental in streamlining office operations in line action plan to ensure a seamless and efficient workflow.
* Commended for developing and promoting a learning environment for the social and personal growth of the students.
* Articulate communicator, able to build strong relations with colleagues, students, management, and stakeholders.
* Promote a positive and culturally diverse workplace for employees to ensure productivity and operational efficiency.

Professional Experience

SL Start & Associates – Mukilteo, WA

**Program Coordinator,** 2016 to Present

Manage, execute, and monitor an effective program for youth with autism. Supervise employees and assign daily tasks as per schedule. Source the best supplier and procure necessary supplies for home. Order and give all meds on time to maintain quality care service. Plan routine activities and meals for the clients. Safeguard all the important documents for future records. Meet parents to create behavioral plans as per needs. Control monthly budget by ensuring the optimum utilization of all resources.

* Commended for making the site from one of worse to best in the company.

Northshore School District – Bothell, WA

**Dean of Students,** 2000 to 2009

Supported the counseling office by giving help in class scheduling, drop-in counseling sessions, and annual student orientations. Prepared curriculum and arranged activities to ensure the social, emotional, and personal growth of students. Performed and managed various tasks, including registration, course and program selection, education plan development, school adjustment, truancy, and test interpretation. Involved in weekly multi-disciplinary team meetings, workshops, and seminars to remain updated with new developments in school administration. Enabled students to understand self-reputation to build a positive image in front of others.

* Maximized the impact of Individual Education/504 plans with the support of the teacher by addressing discipline concerns and providing administrative support.
* Known by the students for developing a learning culture as well as creating a booking process.
* Received an award for designing and implementing recycling programs for the city.

**Additional Experience**

**Personal Assistant,** Bothell, WA(2012 to 2015) **| Site Coordinator**, Southeast Family YMCA - Everett, WA **| Classified State Employee/TA II**, State of Nevada - Reno, NV

Educational Background

**BA - Criminal Justice**, University of Nevada RENO, RENO NV

**M. Ed**, Seattle University, SEATTLE WA

**Certification:** ESA School Counseling, Present