

**Claudia Coté**  
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**Owner, [A College Plan](#), Mentoring for Your Next Step**, providing college search, application list development, essay and supplement question guidance, timely application completion, scholarship search and final decision help to high school students and their families since 2011.

#### **Qualification Profile**

Facilitator of next step planning for thousands of high school students  
Significant knowledge base regarding all aspects of college application process  
Regular attendance at national conferences in admissions  
Proven skills mentoring and motivating teenagers  
Committed to understanding the needs of diverse populations  
Demonstrated success helping students with unique learning styles and abilities

**Professional Memberships:** HECA(Higher Education Consultants Association) , PNACAC (Pacific Northwest Association for College Admission Counseling), SACC (Seattle Area College Consultants).

#### **Additional Work Experience:**

**College and Career Specialist**, Issaquah High School, Issaquah, WA Oct. 2003 – 2015  
Program coordinator responsible for administration of all aspects of post high school planning and career education for a comprehensive high school of 1700+ students. Designed customized post high school plans for students from diverse socioeconomic, cultural and learning abilities populations. Promoted, supervised and coordinated students for placement in off-campus programs. Selected and scheduled guest speakers. Instructed students in job search skills, resume and cover letter writing, and interview techniques. Presented at parent, student, community, and school board events. Created, authored, and maintained printed materials, comprehensive Google website [IHS College and Career Center](#), and weekly email  
*Presenter "You Want Me to Go Where?", PNACAC Spring Conference 2010*  
*Washington State Tech Prep Excellence Award, March, 2006.*  
*Support Person of the Year, Award, North East Vocational Area Cooperative 2005 -2006*

**Support Secretary, Substitute Teacher**, Issaquah School District Jan. 2000 –Oct. 2003

**Technology Specialist**, Issaquah School District 1995 – 2000  
Maintained cross-platform (Mac/Win) Microsoft NT Network serving 86 PC and 75 Macintosh computers and 5 network printers. Created and maintained school website. Developed and lead training programs and provided instruction for a staff of 40. Proficient in Microsoft Office, Skyward, WSIPC.

#### **Education:**

**B.S., Business Administration** with a concentration in management. **San Jose State University**  
Minor: Humanities,– San Jose, CA.