

**Claudia Coté**  
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Issaquah, WA

**Owner, A College Plan,** Mentoring for Your Next Step May 2011- Present

Providing post high school education planning to students and their families. Guiding students to consider a wide variety of options, research them thoroughly, build a reasonable list, and complete strong, timely applications which highlight their unique strengths.

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

### **Qualification Profile**

Facilitator of next step planning for thousands of high school and college students  
Significant knowledge base regarding all aspects of post-secondary planning  
Proven skills mentoring and motivating teenagers  
Committed to understanding the needs of diverse populations  
Demonstrated success helping students with unique learning styles and abilities

### **Additional Work Experience**

**College and Career Specialist,** Issaquah High School, Issaquah, WA Oct. 2003 – June 2015  
Program coordinator responsible for administration of all aspects of post high school planning and career education for comprehensive high school of 1700+ students. Design customized post high school plans for students from diverse socio-economic, cultural and learning abilities populations. Promote, supervise and coordinate students for placement in off-campus programs. Select and schedule guest speakers. Instruct students in job search skills, resume and cover letter writing, and interview techniques. Present at parent, student, community, and school board events. Create, author, and maintain 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: Honors Humanities,– San Jose, CA

### **Volunteering**

**College Success Foundation** evaluate applications for scholarships 2010-present  
**Echo Glen Children’s Center** guest speaker, mentor, birthday cake baker 2008-present