

James Giordano
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EMPLOYMENT EXPERIENCE

Saint Joseph High School – Brooklyn, NY

08/2017-08/2020

College Counselor/School Counselor

- Same responsibilities as previous school counseling jobs.
- Conducted college readiness classes to all seniors.
- Coordinated SAT Prep
- Achieved several New York Times, Posse Foundation, Gates Millennium, and Questbridge Finalists and semifinalists.
- More than doubled enrollment in HEOP and EOP programs throughout New York State.

Community of Unity & Theatre Arts Production Company School X225 – Bronx, NY

08/2011 – 07/2017

Program Director, Design Your Future Program

- Developed a comprehensive college and career development program.
- Oversaw and coordinated similar programs at school sites throughout NYC.
- Assisted students and parents with the completion of all college applications, the CSS Profile and the FAFSA.
- Assisted students with identifying and applying for a variety of scholarships.
- Assisted students with developing college essays and resumes.
- Assisted students with SAT/PSAT registration/preparation.
- Provided students with information on internships, job opportunities, workshops, and a variety of enrichment opportunities.
- College Now Program Liaison
- 99% college acceptance, over 3 million dollars in aid and scholarships for year one of college,
- During my tenure at TAPCo, I achieved several New York Times Scholars, Questbridge College Match Finalists, Posse Foundation recipients, and HSF finalists.
- HEOP/EOP/SEEK specialist
- All students are registered for the SAT and nearly 99% successfully sit for the exam.

St. Agnes Boys High School – New York, NY

08/2005 – 8/2011

School Counselor/Director of College Guidance/Basketball Coach/Webmaster

- Worked extensively with students with regard to EOP/HEOP/SEEK.
- Developed an extensive network of college admissions representatives.
- Administered the PSAT, SAT, and other tests to students. Performed workshops for students and teachers to help explain the results of these tests.
- Conducted parent nights for Junior and Senior parents regarding financial aid and the college application process.
- During my tenure, St. Agnes was honored with 3 New York Times Scholars, 2 QuestBridge Scholars, 1 Coca Cola Scholar, 1 Gates Millennium Scholar, 1 TD bank Scholar, 1 Hispanic Scholarship Fund Recipient, and 2 Posse Foundation Recipients.

Monsignor Edward Pace High School – Miami, Florida

01/2002 – 05/2005

School Counselor/College Advisor/Assistant Basketball Coach/Head JV Football Coach/Hockey Coach

- Conducted developmental guidance lessons in the classroom and in large groups.
- Assisted students with developing a four-year educational plan.
- Provided school-to-career guidance activities using resources.
- Provided scholarship information.
- Interpreted, distributed, and discussed standardized test results.
- Assisted the administration with the school testing program.
- Conducted structured, goal-oriented counseling sessions in response to identified needs of individuals and groups of students.
- Consulted with and served as a resource for teachers, staff, and parents regarding the developmental needs of students.
- Conducted and facilitated conferences with teachers, students, and parents.
- Conducted in-service programs for faculty and staff.

- Referred students and their parents to community agencies, programs, or specialists as appropriate.

Covenant House -- Fort Lauderdale, Florida

11/1998 – 1/2002

Community Service Specialist/Case Worker

- Coordinated the daily activities and functions of all programs under Community Services.
- Maintained budget for all programs and allocated funds accordingly. (i.e., program funding, petty cash, hygiene and baby supplies, food and educational materials)
- Provided assistance and supervision for case managers, interns and volunteers.
- Advocated for youth at court proceedings.
- Met with government and/or medical agencies and officials to determine the best course of action for youth with legal and/or medical issues.
- Designed and maintained an Access database to track sources and contact information for community services (i.e., shelters, community centers, food banks and legal representation.)
- Performed assessments for suicidal youth and coordinated with mental health agencies when appropriate.
- Founded a program to rebuild, update and distribute computers to community youth and families.
- Coordinated fund raising activities and community-based events.
- Maintained, developed, and fostered relationships with community agencies to assist with the donation of clothing, food, and computers, and toiletries.

EDUCATION AND CERTIFICATION

University of West Alabama (SACS and NCATE accredited)

- *Ed.S. (Education Specialist Degree) - School Counseling* **11/2010**
- *M.Ed. (Master of Education) - School Counseling* **5/2005**

State University of New York at Albany

- *M.A. (Master of Arts) - Criminal Justice* **5/1998**
- *B.A. (Bachelor of Arts) - Criminal Justice* **5/1997**
- *B.A. (Bachelor of Arts) - Sociology* **5/1997**

New York State

- Permanent Professional Certificate in School Counseling

New Jersey

- Standard Certificate in School Counseling

Florida

- Certificate in School Counseling

OTHER TRAINING AND CERTIFICATIONS

- 150+ hours training in crisis counseling, substance abuse, supervisory techniques, gang violence and intervention, sexual abuse, medication disbursement, suicide prevention, intake, mental health assessments, diagnostic techniques, domestic violence, child abuse & neglect, communicable diseases, first aid & CPR.

COMPUTER SKILLS

Microsoft Office, OrgPlus, WestLaw, Lexis-Nexis, Administrator Plus, Naviance, SPSS, web site development and maintenance, EdLine, Skedula, STARS, ATS.

ADDITIONAL EXPERIENCE & ACCOMPLISHMENTS

- Chaired the data collection committee for accreditation.
- Organized and implemented national college fairs.
- In 2012, I founded *Admissions and Aid Consulting LLC*, an independent admissions and financial aid consulting company. Through Admissions and Aid Consulting LLC I have developed the College and Career Readiness and Exploration Program (C.O.R.E.). As a sole proprietor, I have assisted a diverse group of students, families, and organizations in a variety of college admissions related issues.