

Luke Sakamoto

Work Cell: (949) 244-0341

Results-driven individual with a passion for leadership and management. Demonstrated success in collaborative environments developing and implementing plans and goals for individuals and teams.

Dedicated to constantly learning new techniques and skills to become more successful at achieving goals.

EXPERIENCE

Integrated Resources Institute, *Program Manager*

March 2020 – PRESENT

- Support adults with disabilities to secure employment or volunteer opportunities that coincide with their passions and skills
- Establish person-centered plans to achieve personal goals by coordinating with the people being served, their families and inner circle of support, and service coordinators.
- Coordinate with employers, volunteer site directors, and other organizations to ensure a positive, fulfilling experience for the people being served.
- Oversee employment coaches to maintain a high level of support for the people being served

Integrated Resources Institute, *Senior Employment Coach*

May 2019 – March 2020

- Assisted managers with paperwork, scheduling, and filing
- Wrote various documents for regional centers regarding peoples' routines, medical needs, etc.
- Performed site checks to verify the people being served and employment coaches were meeting employer's expectations
- Provided scheduling relief by promptly filling in for sick or absent employment coaches

Integrated Resources Institute, *Employment Coach*

July 2017 - May 2019

- Supervised the educational direction and class schedules of the people being served
- Monitored the work performance and progress of the individuals being served
- Reported schedules and daily activity logs

- Produced positive educational and behavioral outcomes

Saddleback Valley Unified School District, *Instructional Aide*

December 2015 - June 2017

- Provided direction and support for special needs students at Trabuco Hills High School
- Assisted with student's focus and direction in achieving high school diplomas
- Collaborated and assisted teachers with classroom management
- Produced positive changes in classroom behavior patterns

Saddleback Valley Unified School District, *High School Basketball Coach*

June 2011 – PRESENT

- Directed the JV High School basketball program and assisted the Varsity basketball program
- Scheduled transportation, coordinated tournament schedules and other logistics
- Collaborated with the Varsity Head Coach on direction and game plans
- Evaluated player's strength and weaknesses; developed plans for improvement

Various Employment Opportunities

May 2009 – December 2015

EDUCATION

California State University, Fullerton — *Bachelor of Arts*

Mihaylo College of Business and Economics

Business Administration - Focus in Management

- Fall 2017 Dean's List

Saddleback Community College — *Associates Degree*

Business Management