

Resume of
Joe L. Drovetto

Snoqualmie Springs School
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Summary:

40+ years of experience in education, training and communications including: school administration, project management, teaching, conducting needs assessments, creating learning and development plans and producing training and procedural manuals, instructional programs, videos and workshops utilizing various information technologies.

Chief Administrator/Co-Owner: *Snoqualmie Springs School* 1998-Present

- Manage the daily operations of a State approved, regionally accredited private elementary school.
- Hire and retain a staff of teachers, specialists and educational assistants & prepare payroll/benefits.
- Maintain physical facilities, computing technology, curriculum, business processes & annual budget
- Perform public relations, marketing, sales and consultation for public and private school services.

Project Manager/ Instructional Designer: *The Boeing Company* 1985-2003

- Assess customer learning requirements, document processes, prepare proposals and estimates.
- Use Instructional System Design to write, produce, evaluate and deliver multi-media training.
- Develop & implement policies, processes & procedures, prepare reports, surveys & evaluations.
- Use video, photo, text & graphics applications to produce learning and communication media.
Such as: employee orientations, technical documents, computer applications & hardware skills training

Advertising Production Manager: *Kapalua Advertising Company*, Maui, HI 1984-1985

- Manage advertising production for a five star hotel, with restaurants, shops, golf and tennis clubs.
- Coordinate a pool of artists, photographers, print shops, freelance talent and models.
- Assist in planning and execution of PGA golf & tennis tournaments, food & wine symposiums.
- Develop ad campaigns, write proposals, copy & scripts, review estimates, & provide art direction.

Media Producer/Director: *Squibb Medical Systems & University of Wash.* 1980-1983

- Prepare instructional charts & multi-media for medical & dental faculty & ultrasound technicians.
- Write and produce corporate communications, training and marketing programs and materials.
- Consult with physicians about course delivery systems and adult learning styles.
- Concentration in medical imaging technology, ultrasound & electronics and dental health.

Associate Director of Jobsite Safety: *Central Washington Univ./ OSHA* 1978-1980

- Administrate occupational safety and health jobsite training program (funded by OSHA)
- Perform instructional development, courseware production, scheduling and grant writing.
- Plan health and safety workshops for workers in construction, timber and agricultural businesses.
- Work as a liaison between universities, industries, & government regulatory agencies.

Instructor/Associate Director of Admissions: *Central Washington Univ.* 1974-1978

- Teach instructional technology courses, photography, video and educational materials production.
- Administrate school admissions processes, recruitment, marketing, counseling, candidate selection.

Teacher: *Seattle School District and Mukilteo School District*, 1970-1974

- K-12 Art Specialist, Photography, K-2 Reading Specialist, ninth grade advisor, yearbook advisor.

Academic Degrees: *Central Washington University*

- M.Ed. Instructional Technology, *M.A. Graphic Arts, *B.A. Education, Art Major & Health Ed Minor
Portfolio or references provided upon request.