

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Highly successful professional proficient at executing administration, reporting, and scheduling functions. Strong Microsoft Office skills and Data Analysis abilities with expertise in directing teams of professionals in high-volume settings.

## SKILLS

- Customer relations
- Budget development
- Filing and data archiving
- Executive presentation development
- Attention to detail
- Project planning
- Critical thinking
- Organized and detailed
- Extensive knowledge of [Subject]
- Extensive knowledge of [Subject]
- Extensive knowledge of Microsoft Office
- Schedule management
- Program management
- Data management familiarity
- Project coordination
- Team leadership
- Proactive mindset

## WORK HISTORY

**Wellness Advocate**, 06/2016 - Current

### Banner Health

- Empower clients to take control of their health, and advocate for a nontoxic life style
- Educate clients on health remedies such as, diet exercise, essential oils, and nutrition
- Coach mentees on educational practices of DoTerra, essential oils, and network marketing
- Greeted customers in a timely fashion, while quickly determining their needs. Placed special merchandise orders for customers.
- Answered customer questions about product availability and shipment times.
- Coordinated work between multiple departments.
- Developed first-rate training programs.

**Reading Intervention Teacher**, 03/2017 - Current

### Kipp Bay Area Schools - San Francisco

- Developed program to work with students and increase interest in higher learning.
- Improved student's analytical skills by introducing state-of-the-art computer program technologies.
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
- Fostered meaningful relationships among students through student field-trip retreats and team-work community service projects.
- Design developmentally appropriate intervention curriculum for struggling students using Response to Intervention guidelines, using IReady, Reading Plus, Notice and Note, and On the Record
- Collaborate with MTSS committee, using data from IReady, Curriculum Based Measurements and other assessments, to ensure student progress
- Empower student achievement in reading fluency and comprehension, and annual standardized testing

**Student Relations Specialist**, 08/2011 - 04/2013

### Ashford University

Academic Advisor · Built a connection to university as single point of contact, advising on award letters, 1098T, account information-ledger card, stipends, potential shortfalls and payment plans ensuring financial understanding · Advised students from second course through graduation on academics identifying issues and determining appropriate resolution strategy ensuring successful entry and retention Student Relations Specialist · Tracked enrolled student progress and admission counselor follow-up increasing show rate on average by 5% and ensuring a consistent show rate above 70% through analytic and coaching skills · Coached active students weekly utilizing a communications strategy ensuring student success and retention, and trained and coached admissions managers and counselors empowering increased knowledge and performance · Collaborated cross functionally identifying and mitigating student risk through trend analysis, coaching, and continued education on higher education retention and student success strategies Admissions Counselor · Counseled prospective students on admissions and enrollment process scheduling and conducting phone interviews · Managed database based on key criteria utilizing prioritized planning efficiently servicing prospective and current students · Empowered student success in the online environment addressing academic, financial, classroom, and technical support demonstrating ethics, integrity, and customer service

## EDUCATION

**Bachelor of Arts**: English , 2010

Done College - Crete, NE

**Master of Arts**: Educational Psychology , 2014

University of Colorado Denver - Denver, CO