

# JESSICA CLAIRE

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📍 Montgomery Street, San  
Francisco, CA 94105

## PROFESSIONAL SUMMARY

Seasoned educational professional with a talent for gaining the trust and confidence of students and guardians. Expert at combining management and communication skills to foster academic progress and language development in diverse environments. Seeking a part time position with a program where student success and well-being are the top priorities.

## SKILLS

- Experience with special-needs students
- Teaching/tutoring
- Computer proficient
- Interpersonal skills
- Outstanding social skills
- Positive reinforcement
- Effective time management
- Student motivation
- Creative imagination stimulation
- Superior verbal and written communication skills
- Mother of 8 children
- Active listener
- Storytelling

## EDUCATION

University of Alabama at  
Birmingham (UAB)  
Birmingham, Alabama • 1995

**Bachelor of Science:** Education  
• Coursework in Elementary  
Education

## WORK HISTORY

**Fotheringill & Wade LLC - Consultant**  
*Timonium • 04/2016 - Current*

- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
- Prospected and conducted face-to-face sales calls with business executives and directors throughout assigned territory.
- Created and launched new online marketing strategies that resulted in 15% sales increase.
- Drafted and managed print, online and social media communications designed to promote company brand, image and values.
- Evaluated current service needs and product satisfaction levels with new and established customers.

**Banfield Pet Hospital - Owner**  
*Taylors • 06/2003 - Current*

- Planned lunch, dinner and bar menus, as well as special menus for special events and catering.
- Assisted customers in placing special orders for large-scale events such as weddings and birthday parties.
- Positively engaged with customers, offering menu information, providing suggestions and showing genuine appreciation for their business.
- Clearly and promptly communicated pertinent information to staff, such as large reservations or last minute menu changes.
- Promoted the business through participation in and sponsorship of community events.
- Provided an elevated customer experience to generate a loyal clientele.
- Developed menus, pricing and special food offerings to increase revenue and customer satisfaction.

**Sumitomo Electric Group - Manager**  
*Bowling Green, KY • 2010 - 10/2012*

- Led the facility management staff and consultants in producing a business plan that focused on all aspects of facility operations, including setting priorities and job assignments.
- Routinely collaborated with department managers to correct problems and improve services.
- Managed and directed fiscal operations, including planning budgets, authorizing expenditures, accounting, establishing service rates and coordinating financial reporting.
- Supervised and managed the daily activities of a clinical team consisting of 3 physicians, 8 nurses and 6 support staff.
- Encouraged creative thinking, problem solving, and empowerment as part of the facility management group to improve morale and teamwork.

**Gannon Academy - Home Based Educator**  
*City, STATE • 07/2006 - 10/2015*

- Developed program to work with students and increase interest in higher learning.
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies.
- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.
- Planned, implemented, monitored, and assessed a classroom instructional program which was consistent with each local educational agency.
- Fostered reasoning and problem solving through active exploration games and activities.
- Gave one-on-one attention to children while maintaining overall focus on the entire group.
- Established daily routines that were easy for the children to follow.