

Jessica Claire

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SUMMARY Detail-oriented Front End Developer versed in Information Technology and networking. Bringing strong innovative analytical abilities. Desiring to gain an position with room for growth and advancement. Hardworking and reliable Information Technology Associate with strong ability in task management. Offering adaptability and resolutions. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS **Leadership Skills**

- Presentation delivery
- Instructional design protocols
- Classroom management
- Behavior modification
- Analytical decision making
- CPR/First-aid certified
- Effective listening
- Behavioral/cognitive skills development
- Differentiated learning techniques
- Team collaboration

Web Development Technical Skills

- Adobe Creative Suite Applications
- Project management
- Wireframes
- Oral and written communications
- Team building

- Conflict mediation

- Photoshop
- Illustrator
- Indesign
- Premier
- Brackets

Information Technology

- Testing scenarios
- Budget determinations
- Acceptance criteria
- System installation management
- Scope definition
- Infrastructure planning
- Microsoft Office
- Active listening
- Planning & organizing

EXPERIENCE **GRAPHIC DESIGNER/UI/UX DESIGNER/INFORMATION TECHNOLOGY SPECIALIST** 12/1999 to CURRENT

Butterfly Effects | Manchester, CT

- Freelance projects such as websites, mapping layouts for apps and other small media
- Creating short videos & intro videos
- Creating infographics
- Book cover layouts
- Researched issues on various computer systems and databases to determine resolutions to problems and answer inquiries.
- Mentored other technologists and support professionals to provide professional development and skill enhancement.
- Developed online documentation for common processes for both support staff and end-users.
- Increased overall company performance through improved IT uptime and cost reductions.

PROFESSIONAL EDUCATOR

AUGUST to CURRENT

Travis Unified School District | City, STATE

- Evaluated individual student needs and assessed academic and social situations to address challenges and goals.
- Maintained focused, inclusive and supportive learning environments.
- Cleaned and organized classrooms, materials and supplies.
- Offered students personalized educational, behavioral and emotional support.
- Delivered instruction individually or in small groups with support from instructor.
- Complied with instructor-developed IEPs and made informed recommendations for adjustments.
- Prepared lesson materials, bulletin board displays, exhibits and demonstrations to assist teachers in classroom preparation.

BEHAVIOR THERAPIST

07/2017 to 03/2022

ACES | City, STATE

- Certified Registered Behavior Therapist with Credentials
- Provides mental health services to patients struggling with various behavioral problems, including post-traumatic stress disorder, physical and emotional abuse, psychiatric disorders and substance abuse.
- Assembled, maintained and analyzed data gathered during student sessions, completed daily treatment logs and consistently submitted timely written and verbal progress reports.
- Provided direct client care and group treatment while utilizing combinations of intensive teaching and natural environment training arrangements.
- Designed, developed and updated specific social or communication programming for individual clients according to presenting needs.
- Conducted neuropsychological assessments of intelligence, academic ability, attention, concentration, sensorimotor function, language, learning and memory.

GRAPHIC DESIGNER/UI/UX DESIGNER/INFORMATION TECHNOLOGY SPECIALIST

04/2016 to 11/2016

Firefighter Print & Design | City, STATE

- Worked within a 3 level team, media, print and graphics
- Learned the processes of printing colors and inks as well as machines
- Created business cards, invitations , brochures, banners and election material for public safety (police and fire departments) as well as the senate and the governor of California.
- Reviewed support cases for technical and troubleshooting accuracy and identified needed process improvements.
- Built and maintained successful relationships with service providers, vendors, dealers and consumers.
- Increased overall company performance through improved IT uptime and cost reductions.

EDUCATION AND TRAINING **Bachelor of Science** | Graphic Information Technology 12/2022

Arizona State University, Tempe, AZ

- Magna cum laude graduate
- Phi Sigma Pi Member, High Honors
- Completed continuing education in Information Technology and Computer Science.
- 3.75 GPA
- Presidential List Honoree
- Dean's List Honoree Spring 2019, 2020, 2021, 2022, Fall 2020, 2021, 2022
- Student Google Developers Member
- Sun Devils Coders Member
- Twitch Developers Member

Associates of | Graphic Design

01/2016

Art Institute of California, Sacramento, CA

- Ranked in Top 2% of class
- 3.9 GPA
- Dean's List Honoree

CERTIFICATIONS Current Certifications in progress

- CompTIA A+ (Latest testing released April 2022)

- CompTIA Network +

- CompTIA Security +

- CCNA