

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Well-qualified Training Specialist adept at planning and implementing onsite and remote training programs. Authoritative and clear communicator with a charismatic style and insightful approach. Pursuing new professional opportunities with room for advancement.

ACCOMPLISHMENTS

2020-2021 Junior League of Sacramento Provisional of the Year

2020-2021 Arts Committee Chair , OOU Chapter,

Alpha Kappa Alpha Sorority, Inc.

2021-2022 Inclusion, Diversity and Training Chair,

Junior League of Sacramento, CA

SKILLS

- Elementary education
- Lesson Planning
- Planning and Coordination
- Course Planning
- Staff Management
- Conference planning
- Meeting planning
- Team Leadership
- Volunteer Management
- Health education
- Group Instruction
- Teamwork
- Differentiated instruction
- Group and individual instruction
- Classroom management
- Lesson implementation
- Program implementation
- Training Materials
- Training Programs
- Scheduling
- Employee coaching
- Workshop coordination
- Public speaking
- Online training experience
- Group and individual instruction
- Secondary education
- Middle school education
- Student records management
- Training & Development
- Project Management
- Leadership
- Verbal and written communication
- Multitasking abilities
- Responsible

WORK HISTORY

Education , 07/1998 - Current

Gulf Bend Ctr – Victoria, TX

- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- + Edit or add your own
 - Taught students across multiple classifications and degrees of special needs.
 - Organized instruction material, including constructing bulletin boards and setting up work areas.
 - Redirected students using Positive Behavior Support (PBS).
 - Taught reading, language arts and social sciences in self-contained ED and LD classroom.
 - Instructed students in core academic areas and specialized reading groups.
 - Designed and implemented point system to encourage positive behavior.
 - Instructed students with physical and cognitive disabilities.
 - Partnered with standard education teachers from across academic departments.
 - Worked with students with moderate to severe autism to increase life skills.
 - Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
 - Collaborated with students with multiple degrees of special needs to accomplish various tasks.
 - Modified general education curriculum for special-needs students using various instructional techniques and technologies.
 - Taught multiple subjects to students with intellectual or emotional disabilities.
 - Assisted struggling students to maintain progress levels by designing individualized lesson plans focused on areas for improvement.
 - Led activities that developed students' physical, emotional and social growth.
 - Coordinated special education students and teacher assistant schedules with master schedule.

Educator , 08/1995 - 06/1998

North East Medical Service – San Leandro, CA

- Chose materials and developed lesson plans to enhance skills for individual students.
- Collaborated with adults and children to provide safe and educational experience.
- Monitored and assessed understanding of difficult concepts and adjusted lesson accordingly.
- Managed classroom activities, parent conferences, and lesson plans.
- Assumed leadership roles in classes and summer activities.
- Developed and implemented engaging lesson plans to keep learner attention.
- Differentiated instruction to meet needs of diverse learners.
- Implemented Technique and Technique to engage students, increasing classroom collaboration in Type subject area.
- Designed detailed learning plans for struggling students based on test, homework and assignment records.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Assessed and looked after Number students by working closely with staff and efficiently planning and coordinating work.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Adapted teaching methods and lesson plans to changing student needs to increase classroom participation by Number%.
- Scheduled conferences with parents to discuss students' progress and classroom behavior.
- Created schedules and lesson plans for Number-grade Area of expertise classes to increase student interest and participation.
- Maintained accurate and complete records for Number students.

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- Participated in department meetings to provide input to colleagues about student achievement and improvement.
- Met with parents to resolve conflicting educational priorities and issues.
- Boosted cultural awareness by incorporating children's literature from world cultures.
- Assisted students of all ability levels develop life-long learning skills and good study habits.
- Implemented reading and writing workshops to increase student literacy and support school reading programs.
- Developed and implemented classroom routines to address varying student needs.
- Met with students, parents and administrators to address and resolve students' behavioral and academic issues.
- Completed student progress reports on Timeframe basis to notify students and parents of strengths and areas of improvement.
- Created and developed lesson plans according to students' academic needs, including both group and individual work.
- Prepared quizzes, tests and examinations to gauge how well students were learning.
- Fostered student curiosity and interest through creative hands-on activities, including Action and Action.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.
- Prepared Type and Type tests and quizzes to determine student comprehension.

HIV Prevention Test Counselor & Educator , 09/1993 - 05/1995

Contra Costa County Health Services – City, STATE

- Helped vulnerable individuals navigate complex healthcare system.
- Contacted clients in person, by phone or in writing to ascertain compliance with required or recommended actions.
- Targeted specific community groups with wellness and disease management information.
- Wrote and distributed informational materials on chronic diseases, infant mortality, substance abuse and other community health concerns.
- Managed enrollment, transportation and paperwork for individuals to take advantage of community resources.
- Developed and implemented training classes to educate team members and community residents.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Led projects and analyzed data to identify opportunities for improvement.
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
- Used Microsoft Word and other software tools to create documents and other communications.
- Worked flexible hours; night, weekend, and holiday shifts.
- Created plans and communicated deadlines to ensure projects were completed on time.
- Maintained energy and enthusiasm in fast-paced environment.
- Managed team of number employees, overseeing hiring, training, and professional growth of employees.

Health Education Program Coordinator , 08/1992 - 09/1993

City Of Berkeley California – City, STATE

- Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
- Provided recommendations for process improvements and discontinuation of ineffective or outdated methods.
- Coordinated travel arrangements for trainers.
- Worked with central management to identify, plan, align and address training needs.
- Liaised between trainers and course participants.
- Created curricula, instructions, documents and written tests for various types of training courses.
- Gathered data about course success and participant experiences to help with future course planning.
- Assessed personnel performance and implemented incentives and team-building events to boost morale.
- Led comprehensive staff member training covering key topics.
- Selected and ordered refreshments, decor and event materials.
- Assisted in content development for events, drafting and distributing promotional materials.
- Supported events execution and venue set up and tear down.
- Contributed to social media outreach initiatives, including content development and management.
- Contacted vendors, venue and stakeholders as directed and in professional manner.
- Participated in planning meetings, including distributing agenda and taking minutes.
- Delivered smooth training execution by coordinating seminar functions, including site selection, scheduling, marketing, reservations, materials, event management and follow-up.

EDUCATION

MALDT: Learning Design And Technology , 06/2022

Central Michigan University - Mount Pleasant, MI

MPH- Master Of Public Health: Public Health Education

San Jose State University - San Jose, CA

Multiple Subjects Teaching Credential

Chapman University - Travis AFB, CA

Bachelor Of Arts: Sociology-Social Welfare

University of California - Davis - Davis, CA

- Minored in Special Education

AFFILIATIONS

Alpha Kappa Alpha Sorority, Inc. 1995-present

NAACP, Life Member

American Association of University Women

Junior League of Sacramento

California Teacher's Association

UCDAVIS Alumni Association