

# JESSICA CLAIRE

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## EDUCATION

Southwestern School of Law  
Los Angeles, CA • 2023

*Juris Doctor*  
Part-Time Evening Program, .  
Secretary, Immigration Law  
Students Association

University of North Carolina  
Charlotte, NC • 2021

*Masters of Art:* Teaching

Arizona State University  
Tempe, AZ • 05/2015

*Bachelor of Science:* Sociology

The Hartt School of Music  
Hartford, CT • 05/2013

*Musical Theatre Conservatory  
Training*

## SKILLS

- Secondary education
- Documentation proficiency
- Case management
- Legal writing
- Case analysis
- Efficient researcher
- Staff and project Management
- Schedule optimization

## SUMMARY

Productive former teacher with excellent problem-solving and time management skills. Teach students fundamentals of social studies, including physical and human geography. Organized and efficient with maintaining student records and completing progress reports. Ready to apply expertise to dynamic new position.

## WORK HISTORY

Bremen High School District 228 - Social Science Teacher  
Midlothian, IL • 08/2018 - Current

- Develop curriculum for Government and Economics courses through Culinary Arts, United States History through Music; created and implemented United States History, Government, and Sociology curriculum
- Wrote professional development articles informing colleagues about project and skill-based education and grants; received Specialized Secondary Programs Grant
- Ensured student understanding and mastery of content; increased literacy skills
- Maintained orderly, welcoming, and well-disciplined classroom
- Provided tutoring and informative preparations to ensure student understanding
- Received Title IX Coordinator training; acted as school site council member
- Educated students regarding national and global social issues and influencing factors
- Maintained awareness of relevant current events and quickly incorporated study into curriculum
- Encouraged consistent classroom attendance and managed student behavior using constructive criticism
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body
- Completed documentation of attendance, grades and other required details
- Helped students develop important learning skills and good study habits useful in trade school or college education
- Created lesson plans and made adjustments based on overall class performance throughout year
- Consulted with teachers in other disciplines to identify and adopt successful instructional strategies
- Devised lesson plans reflecting student educational, cultural and language diversity
- Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition
- Utilized technology to enhance student education and grasp of materials

Kingman Unified School District - Social Studies Teacher  
Kingman, AZ • 05/2018 - 06/2018

- Created and implemented United States History and Law, civics, and government curriculum
- Ensured student understanding and mastery of standards-based content and increased student literacy skills
- Provided tutoring and informative preparations to ensure student readiness for North Carolina State Mandatory end of course exam; prepared students for end of year exam
- Received English as Second Language training
- Devised lesson plans reflecting student educational, cultural and language diversity
- Conducted regular parent-teacher conferences to keep parents informed of student progress
- Gave assignments, graded work and regularly discussed performance with students
- Established and supported positive educational environment for student learning
- Established and communicated clear objectives for all educational activities
- Developed instructional aids for classroom use and encouraged student participation
- Led classroom activities for play-based and immersive learning
- Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition
- Worked with principal's office on disciplinary and safety issues

One80 Intermediaries - Piano and Voice Teacher  
Columbus, OH • 02/2017 - 05/2018

- Provided one-on-one piano and singing lessons for students of all ages
- Taught music theory and ear training; provided repertoire building
- Planned for recitals and prepare students for any musical activity outside of lessons
- Gathered display materials and distributed programs for shows and performances

PSL Services - Case Manager  
City, STATE • 12/2015 - 09/2016

- Supported adults with developmental disabilities and mental illness
- Completed finding reviews and assessments to ensure state funding supported clients
- Provided emotional support and advocacy for clients; maintained caseload of 35 adults
- Completed social security, Department of Health and Human Services (DHHS), and MaineCare reviews
- Provided representative payee services; scheduled client transportation and appointments
- Ensured providers followed DHHS and MaineCare guidelines; ensured clients satisfied with services
- Increased referral rates by providing excellent service and building meaningful relationships with patients and caregivers
- Identified care needs of individual patients and coordinated responses based on physician advice, insurance limitations and procedural costs
- Facilitated special education placement process in partnership with parents to provide free appropriate public education for eligible referrals
- Reduced care costs without sacrificing quality through service coordination and multidisciplinary collaboration
- Consulted with clinicians to devise and manage ongoing care plans for at-risk patients
- Managed support services and fostered communication among social workers, therapists, hospital staff and patients
- Partnered with physicians, social workers, activity therapists, nutritionists and case managers to develop and implement individualized care plans and documented patient interactions and interventions in electronic charting systems