

Jessica Claire

📍 100 Montgomery St. 10th Floor 📞 (555) 432-1000 ✉️ resumesample@example.com

SUMMARY

A distinguished educator with a 35-year record of success in communication, planning, and exhibiting the problem-solving abilities required for delivering exceptional education to students while maintaining supportive and structured learning environments. Adept at developing and implementing student-focused practices and technological strategies to enhance classroom settings. Boosts student engagement through experiential learning, team collaboration and digital approaches. Demonstrates expertise in Microsoft and technology integration into classroom environment. Extremely driven, detail-oriented and an organized professional able to work efficiently and communicate effectively with faculty, administration, and students.

SKILLS

- Networking
- Recruiting and hiring
- Budget control
- Issues resolution
- Educational management
- Logistics management
- Program management
- Business operations
- Project organization
- Inventory management
- Administrative support
- Relationship development
- MS Office
- Team management
- Operational improvement
- Process improvement
- Customer service
- Organization
- Tutoring and student assistance
- Distance learning tools
- Curriculum development
- Class engagement
- Student evaluation
- Student assessment

EXPERIENCE

MUSIC EDUCATOR/ENGLISH TEACHER/FINE ARTS CHAIR 07/2009 to CURRENT

Blue Ridge Unified School District #32 | City, STATE

- Designed curriculum, lesson plans and instructional materials for online teaching.
- Designed curriculum, lesson plans and instructional materials for classroom teaching.
- Earned positive feedback from parents regarding classroom instruction and student learning success.
- Assessed each student's grasp of class material presented in courses.
- Applied proactive behavior management techniques to facilitate classroom discipline.
- Led special musical events including concerts, Musicals, music festivals, and music festival trips.
- Tested students with quizzes, essays and exams to gauge learning effectiveness.
- Managed and organized class records and reports.
- Created lesson plans and chose supporting materials to promote positive learning experiences.
- Liaised with teachers to develop cohesive educational plans and improve student support.
- Implemented remedial programs for students requiring extra assistance.
- Taught general education students as well as individuals with learning challenges and special needs within mainstreamed, inclusive classroom.
- Encouraged positive self-esteem and mutual respect for others while instilling joy of learning and discovery.
- Chose suitable music for vocal types and organized rehearsals to prepare members for performances.

CHORUS DIRECTOR 05/2018 to CURRENT

High Country Barbershop Chorus | City, STATE

- Designed curriculum, lesson plans and instructional materials for classroom teaching.
- Assessed each student's grasp of class material presented in courses and workshops.
- Applied proactive behavior management techniques to facilitate classroom discipline.
- Created lesson plans and chose supporting materials to promote positive learning experiences.
- Introduced new learning methods to ensure total comprehension for all students.
- Chose and prepared pieces for holidays and special event performances.
- Instructed performers on the history, fundamentals and appreciation of different styles of music.
- Improved customer satisfaction by finding creative solutions to problems.
- Created agendas and communication materials for team meetings.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Maintained updated music knowledge through attending Harmony University and Self study on the internet.
- Collaborated with others to discuss new musical opportunities.

CHORUS DIRECTOR 01/2020 to CURRENT

Northland Pioneer College | City, STATE

- Chose suitable music for vocal types and organized rehearsals to prepare members for performances.
- Chose suitable music for various vocal types and organized rehearsals to ensure performer's readiness.
- Located and secured substitute musicians for absences.
- Supplied supervision and direction for music curriculum.
- Guided musicians during rehearsals, performances and recording sessions.
- Made changes directly into compositions or used computer software, including working with Microsoft and Finale.
- Created agendas and communication materials for team meetings.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Improved customer satisfaction by finding creative solutions to problems.
- Improved operations by working with team members and customers to find workable solutions.
- Maintained updated music knowledge through attending Harmony University in Nashville, TN and continued individual work through the internet.
- Collaborated with others to discuss new opportunities.

EDUCATOR/ADMINISTRATOR ASSISTANT 07/2004 to 06/2009

Jefferson Academy Of Advanced Learning | City, STATE

- Oversaw staff correspondence, record tracking and data communications, resulting in improved automation of office operations.
- Collaborated in meetings, took meticulous notes and distributed minutes to all attendees.
- Elevated customer satisfaction ratings by resolving issues for speedy resolution.
- Guided administrative and professional staff through computer and software problems.
- Resolved student issues quickly and escalated critical problems immediately to the principal
- Pleasantly welcomed visitors, answered phone calls and maintained front reception desk.
- Worked professionally to handle all client, vendor and public guest requirements.
- Designed curriculum, lesson plans and instructional materials for classroom teaching.
- Assessed each student's grasp of class material presented in courses and workshops.
- Applied proactive behavior management techniques to facilitate classroom discipline.
- Tested students with quizzes, essays and exams to gauge learning effectiveness.
- Oversaw and directed parent conferences, lesson plans and classroom activities.
- Managed and organized class records and reports.
- Created lesson plans and chose supporting materials to promote positive learning experiences.
- Introduced new learning methods to ensure total comprehension for all students.
- Liaised with teachers to develop cohesive educational plans and improve student support.

EDUCATION AND TRAINING

Ph.D. | Philosophy in Education 11/2015

Capella University, Minneapolis, MN

Masters in Education | Educational Leadership 05/1998

Northern Arizona University, Flagstaff, AZ

Bachelors of Music | Applied Emphasis On Violin And Music Education 04/1987

Ohio University, Athens, OH

CERTIFICATIONS

- Music K-12
- Secondary English
- Standard K-8
- Administrative (state exam not taken)

HONORS

- Named VFW "Teacher of the Year" in 2009.
- Recognized in "Who's Who Among America's Teachers."