

JESSICA CLAIRE

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SUMMARY

Enthusiastic Language Arts educator seeking growth as an education specialist within a school that is dedicated to the academic and socio-emotional success of its student population.

CORE QUALIFICATIONS

- Motivating students
- Learning style assessment
- Active listening skills
- Differentiated instruction
- Experience working with special needs students
- Classroom management
- Effectively work with parents
- Clear public speaking skills

ACHIEVEMENTS

Student Development

- Increased 6th grade Language Arts standardized test scores by 20%, analyzing pre and post data and by introducing more effective learning techniques such as technology integration and student-run lesson plans.
- Increased 95% of 6th grade reading comprehension scores of students reading on 4th and 5th grade level to on or above grade level by the end of the school year; with a program called Voyager Reading used for targeting weaknesses.

Education Strategies

- Employed journalism writing techniques to 8th graders during instruction to improve the development of writing essays; and 95% of students mastered the Standard of Learning exam for the first time in four years the school was in "improvement" status.

Counseling

- Served as student mentor for students when academic problems and personal adjustments arose, meeting with guardians to reach solutions; and making recommendations to guidance counselor.

Goal Setting

- Established clear objectives for all lessons/projects and communicated with students, achieving a total understanding of grading rubric and overall class expectations.

PROFESSIONAL EXPERIENCE

6 - 8 Language Arts Grade Teacher, 2005 - 07/2009

Exelon – Cape May Court House, NJ

- Developed lesson plans to meet academic, intellectual and social needs of students.
- Performed student background reviews to develop culturally diverse lessons.
- Used variety of teaching techniques to encourage critical thinking and discussion in Language Arts class.
- Empowered learners to reflect and self-assess performance.
- Established and enforced rules for behavior and procedures for maintaining order among a class of 35 students.
- Developed, administered and corrected assessments in a timely manner.
- Earned positive verbal/written feedback from parents and administration regarding classroom instruction, management and student learning outcomes.
- Collaborated ideas for performance improvement during IEP meetings.
- Presented effective professional development learning strategies to faculty.
- Empowered students to engage in community opportunities beyond school.
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Administrative Assistant to Chief Nursing Officer, 06/2003 - 10/2004

HENRICO DOCTOR'S HOSPITAL – City, STATE

- Supported a team of four administrators with clerical duties, in addition to directly working for the chief nursing officer.
- Designed a new filing system for efficient work flow.
- Managed multiple projects for nursing directors.
- Handled multiple phone line system.
- Coordinated conferences on and off site.
- Documented reports on confidential patient concerns.
- Managed administrative calendars.
- Created correspondence and presentations using Microsoft Word Programs.

Administrative Assistant to Nursing Director, 2001 - 2003

ROBERTWOOD JOHNSON UNIVERSITY HOSPITAL – City, STATE

- Managed the director's calendar and travel arrangements.
- Organized nursing conferences on site.
- Handled multi-line phone system.
- Created correspondence using Microsoft Office programs.

Project Manager, 1997 - 2001

WORLDWIDE CORPORATE NETWORK, INC. – City, STATE

- Headed the recruitment of clerical staff
- Trained five employees.
- Advised the president of staff promotion.
- Managed the release of press kits.
- Created and edited content for website.
- Collaborated with web designer on content layout.
- Designed stockholder certificates.
- Lectured at trade shows in Seattle and Paris.
- Instructed business professionals on the use of products and services.

EDUCATION

Master in Education: Instruction, Curriculum & Assessment, 2014

Strayer University - Henrico, VA

Graduated Summa Cum Laude, 4.0 GPA

Professional Development: Education, 2009

University of Phoenix

18 credits in education course work focusing on growing theories, reading methods, curriculum and instructional strategies.

Bachelor of Science: Broadcast Journalism, 2003

Brooklyn College - Brooklyn, N.Y.

27 additional credits in sociology coursework

Associate of Applied Science: Print Media Journalism, 1996

Kingsborough Community College - Sheepshead Bay, N.Y.

SKILLS

Research journal databases, writing APA style, speed writing, note-taking, informal and formal observations, oral presentations, training and teaching, classroom management, evaluating and analyzing data, problem-solving, typing, PowerPoint presentations, Excel spreadsheet, Microsoft Word, Publisher.