

# Jessica Claire

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

## SUMMARY

Hi, my name is Alex Claire. I am an detail-oriented Special Education Paraprofessional for Preschool students with well-established knowledge of lesson planning and individual student learning strategies. I have worked with students and children with special needs such as Autism, Down Syndrome, Sensory impairments, ADHD, Anxiety, and Depression. My passion is in therapy, and I would love to become a licensed psychologist or social worker. Since graduating from High school, I have researched Stress Management in relationship to Anxiety and depression, volunteered with troubled teens, taken part in International Service trips, worked with Refugee students, and supported youth with Autism.

Some hobbies/interests of mine include, traveling, photography, cooking, and making art. I am interested in Eastern spirituality, philosophy & traditions. I practice yoga, mindfulness, meditation, tai chi, and energy healing.

Anything outdoors I enjoy. From trail running, hiking, climbing, kayaking, biking, camping and swimming.

## SKILLS

- Positive attitude
- Stress and Anxiety management
- Early childhood education
- First Aid/CPR basic training
- Teamwork building skills
- Basic Technology skills
- Proficient with Zoom
- Certified Teachers assistant
- Familiar with behavior plans & IEP goal setting
- Individual one-on-one instruction
- Maintaining safe environments for young students
- Behavior modeling

## EXPERIENCE

### SPECIAL EDUCATION PRESCHOOL PARA PROFESSIONAL 01/2020 to CURRENT

#### Osi Group | West Chicago, IL

- Model and teach basic skills, conflict management techniques and safety.
- Provide childcare and structured play while focusing on IEP goals and individualized behavior plans.
- Help students with personalized educational, behavioral and emotional support.
- Applied one-on-one attention to each student, while supervising classroom.
- Observed OT and PT plans.
- Supervise students during activities and play.
- Cleaning and organizing classrooms, materials and supplies to support classroom efficiency/safety.

### MACHINE OPERATOR 11/2020 to 03/2021

#### The Furniture Mart | Sioux Falls, SD

- Managed heavy machinery, switch out inserts for tools in manufacturing product.
- Manufactured product specifications and detail oriented work.
- Cleaned machinery parts, and maintained organized work station, preserving machine + production efficiency.
- Selected proper cutting tools, calculating parameters for measuring product.
- Detected defects and machine malfunctions, issues with product/production.
- Performed minor maintenance to improve machine function.

### LIFT OPERATOR 11/2018 to 05/2019

#### Human Good | South San Francisco, CA

- Started lift each morning and performed safety inspections.
- Checked tickets of guests boarding lift.
- Answered guest questions about how to load and unload safety.
- Worked with ski and board instructors to load classes on and off lifts.
- Pulled down safety bars and secured riders according to specified attraction details.
- Trained new employees on ride operations, pointing out safety mechanisms and features.
- Maintained lift operations each day, also including shoveling, setting up safety signs, communication with ski patrol, other resort officials, lift managers, and performing selective tasks.

### SALES ASSISTANT 10/2018 to 12/2018

#### Pibs Exchange | City, STATE

- Restocked shelves, racks and bins with latest merchandise.
- Provided customers with assistance when entering store through merchandise selection and completion of purchases.
- Listened to customer needs to identify and recommend products.
- Suggested available products and answered questions for customers.
- Handled credit and debit card payment processing.
- Answered incoming telephone calls to provide information about products, services, store hours, policies and promotions.

## EDUCATION

### High School Diploma 05/2016

#### Cottonwood Highschool , Murray, UT

- Honor Roll
- Written words spoken at Graduation
- Volunteered in Special Education Classroom Senior year
- Peer aid in Refugee Study hall Senior year
- Participated in the school Art Show 2016

Social Science & Psychology

#### Salt Lake Community College, Salt Lake City, UT