

# JESSICA CLAIRE

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## SUMMARY

Proactive, tech-savvy leader enthusiastic about taking on new challenges. Adept at creating and optimizing training programs for various audiences, and prioritizing and managing numerous projects concurrently. Contributing over a decade of experience as an Education Professional with proven success.

## SKILLS

- Skills Development
- Experience in Leadership
- Adult Education
- Instructional Design
- ADDIE
- Relationship Building
- Objective Setting
- Curriculum Development
- Training and Development
- Data Collection and Analysis
- Learning Technology
- Developing Presentations and Reports
- Team Collaboration
- Documentation Management
- Strong Presentation Skills
- Team Member Development

## EDUCATION AND TRAINING

Lamar University  
*Master of Education:* Educational Diagnostician

iTeach Louisiana  
05/2016  
*Louisiana Teaching Certificate*

Southern University  
05/2012  
*Bachelor of Arts:* Psychology, Biology

## EXPERIENCE

**Fairfield Community Schools - Lead Special Education Resource Teacher**  
Fairfield, IA • 01/2020 - Current

- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various department processes.
- Prepared documentation, reports and logs to identify and manage metrics and support process driven activities.
- Developed lesson plans and other educational resources for in-person, remote, and hybrid courses.
- Analyzed data to identify training needs.
- Planned and led team meetings to review results and communicate new and ongoing priorities.
- Designed processes to drive results and identify improvements.
- Established and maintained dynamic working relationships to support objectives.
- Performed background reviews to ascertain deficiencies and strengths to develop tailored plan based on needs.
- Identified and documented learning achievements by reporting outcomes, performance information and program adjustments used to boost comprehension.
- Planned, scheduled, and facilitated meetings to address questions, discuss academic progress and encourage learning goals.
- Collaborated with outside agencies providing services to deliver cohesive support.
- Maintained consistent and timely contact with team about progress.
- Created objectives with specific goals outlined for individual needs.
- Enhanced lessons using technology and computers.
- Set specific goals for various projects to measure progress and evaluate end results.
- Evaluated individual and team business performance and identified opportunities for improvement.
- Developed change management plans minimizing employee resistance and accelerating adoption.
- Identified success metrics and regularly reported on progress and gaps.

**Options For Youth - San Bernardino County - Special Education Teacher**  
Orangevale, CA • 08/2017 - 05/2019

- Prepared documentation, reports and logs to identify and manage metrics and support process driven activities.
- Designed processes to drive results and identify improvements.
- Established and maintained dynamic working relationships to support objectives.
- Developed and maintained individualized skill-appropriate lesson plans to promote and build confidence.
- Collaborated with outside agencies providing services for students and families to deliver cohesive support.
- Maintained consistent and timely contact with parents, teachers, and administration about student progress.
- Employed cutting-edge teaching technologies to meet learning objectives and enhance student experience.
- Created objectives with specific goals outlined for each individual.
- Performed background reviews and assessments to ascertain deficiencies and strengths to develop tailored plan based on needs.
- Identified and documented learning achievements by reporting outcomes, performance information and program adjustments used to boost comprehension.
- Planned, scheduled, and facilitated meetings with parents to address questions, discuss academic progress and encourage learning goals.

**East Baton Rouge Parish School System - Teacher**  
City, STATE • 08/2013 - 05/2017

- Prepared documentation, reports and logs to identify and manage metrics and support process driven activities.
- Designed processes to drive results and identify improvements.
- Established and maintained dynamic working relationships to support objectives.
- Collaborated with outside agencies providing services for students and families to deliver cohesive support.
- Maintained consistent and timely contact with parents, teachers, and administration about student progress.
- Employed cutting-edge teaching technologies to meet learning objectives and enhance student experience.
- Performed background reviews to ascertain deficiencies and strengths to develop tailored plan based on needs.
- Identified and documented learning achievements by reporting outcomes, performance information and program adjustments used to boost comprehension.
- Planned, scheduled, and facilitated meetings with parents to address questions, discuss academic progress and encourage learning goals.