

# Jessica Claire

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

<b>PROFESSIONAL SUMMARY</b>	<p>Enthusiastic, experienced, and passionate educator eager to contribute to, grow, and develop students' literacy success through relationship building, team collaboration, parent and administrative support system, high engagement strategies, researched-based best practices, and outstanding organizational skills, particularly with attention to detail with assessment data and implementation. Clear understanding of elementary and middle school level education and certified as a Reading Specialist. Motivated to learn, grow and excel in literacy intervention and implementation.</p>	
<b>RECOGNITIONS</b>	<ul style="list-style-type: none"><li>Site Teacher of the Year at McClure Elementary School with TPS in 2012</li><li>Site Teacher of the Year at Centennial Middle School with BAPS in 2022</li><li>Teacher of Today Award 2022</li></ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"><li>Self-Motivated Professional</li><li>Collaboration</li><li>Flexible and Adaptable</li><li>Responsible</li></ul>	<ul style="list-style-type: none"><li>Quick Decision Making</li><li>Interpersonal Communication</li><li>Strong Multitasking Abilities</li><li>Leadership</li></ul>
<b>WORK HISTORY</b>	<b>6TH GRADE ENGLISH LANGUAGE ARTS TEACHER</b> <b>Broken Arrow Public Schools   City, STATE</b> <ul style="list-style-type: none"><li>Integrated technology into classroom as instructional tool.</li><li>Established positive rapport with all students and parents through home calls, emails, and Parent Teacher Conferences.</li><li>Provided small group literacy instruction to students, while maintaining overall focus on entire group.</li><li>Administered and graded tests and assignments to evaluate and monitor students' progress.</li><li>Maintained energy and enthusiasm in fast-paced environment.</li><li>Used critical thinking to break down problems, evaluate solutions and make decisions.</li><li>Developed and maintained courteous and effective working relationships with my colleagues.</li></ul> <b>SCHOOL READING COORDINATOR/READING SPECIALIST</b> <b>Discovery School Of Tulsa   City, STATE</b> <ul style="list-style-type: none"><li>Designed, implemented and managed successful training programs to meet department and school needs.</li><li>Collaborated with administrators to determine and design course materials and supported ELA and Reading teachers with implementation.</li><li>Attended professional development training opportunities to learn and utilize latest research-based literacy trends and best practices.</li><li>Collected and analyzed assessment data to develop small group, research-based intervention programs for grades K-8th.</li><li>Conducted Reading Sufficiency Act meetings with parents and administrators.</li><li>Maintained Reading Sufficiency Act paperwork for the school.</li><li>Provided direct instruction to individual, small group, and classroom research-based intervention practices of identified students to meet li</li></ul> <b>6TH-8TH GRADE ENGLISH TEACHER</b> <b>Discovery School Of Tulsa   City, STATE</b> <ul style="list-style-type: none"><li>Prepared and implemented lesson plans covering state standards and college preparedness skills.</li><li>Promoted effective verbal and written communication through listening, speaking, reading and writing practice.</li><li>Administered assessments and standardized tests to evaluate student progress.</li><li>Led interesting and diverse group activities to engage students in course material.</li><li>Helped students develop academic, social and emotional skills for long-term success.</li><li>Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.</li><li>Worked with administrators on behavioral issues to support needs of students.</li><li>Completed in-service and additional training to maintain professional growth.</li><li>Encouraged independent thought, good judgment and expression of original ideas.</li><li>Integrated technology into classroom as instructional tool.</li><li>Established positive rapport with all students and parents through home calls, emails and Parent Teacher Conferences.</li><li>Planned and supervised class projects, field trips and visits by guest speakers.</li></ul> <b>5TH GRADE TEACHER AND TEAM LEADER</b> <b>Tulsa Public Schools   City, STATE</b> <ul style="list-style-type: none"><li>Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.</li><li>Kept students on-task with proactive behavior modification and positive reinforcement strategies.</li><li>Incorporated multiple types of teaching strategies into classroom.</li><li>Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.</li><li>Planned and implemented integrated lessons to meet national standards.</li><li>Graded and evaluated student assignments, papers and course work.</li><li>Incorporated exciting and engaging activities to achieve student participation and hands-on learning.</li><li>Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.</li><li>Supervised learning groups of students in classroom stations.</li><li>Evaluated and revised lesson plans and course content to achieve student-centered learning.</li><li>Collaborated with faculty to develop after-school tutoring program for struggling students.</li></ul>	01/2016 to CURRENT 08/2014 to 12/2015 07/2012 to 07/2014 08/2008 to 07/2012
<b>EDUCATION</b>	<b>Master of Education   Reading Specialist</b> <b>Northeastern State University, Broken Arrow, OK</b> <ul style="list-style-type: none"><li>Graduated with Summa Cum Laude Honors (4.0 GPA)</li></ul> <b>Bachelor of Science   Elementary Education</b> <b>Northeastern State University, Broken Arrow, OK</b>  <b>Associate of Arts   Elementary Education</b> <b>Rogers State University, Claremore, OK</b> <ul style="list-style-type: none"><li>Dean's List</li><li>Member of Kappa Delta Pi Education Honor Society</li></ul>	05/2012 12/2007 05/2004
<b>CERTIFICATIONS</b>	<ul style="list-style-type: none"><li>Elementary Education</li><li>Reading Specialist</li></ul>	