

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Knowledgeable educator with over [Number] years of experience providing educational guidance and mentorship to [Type] students. Shifts teaching methods and instructional materials to meet students' needs. Caring and enthusiastic with demonstrated skills in [Skill] and [Skill]. Eager to parlay teaching expertise to new position utilizing [Skill] talents. Dedicated [Job Title] offering [Number] years of experience in education, sales, programmatic development, programmatic management, and programmatic growth. Resourceful and passionate educator with adaptable and approachable style. Expertise includes test preparation and ongoing evaluations. Technically-astute [Job Title] experienced in offering positive and nurturing learning environments to foster language development. Skilled at assisting students to grow, develop and grasp [Type] material. Familiar with group and individual language instructional strategies, record-keeping and student safety policies. [Job Title] with over [Number] years of successful experience in [Skill] and [Skill]. Recognized consistently for performance excellence and contributions to success in [Industry] industry. Strengths in [Skill] and [Skill] backed by training in [Area of study]. Experienced [Job Title] with over [Number] years of experience in [Industry]. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits. Positive and upbeat [Job Title] with over [Number] years of classroom teaching at [Type] grade levels. Track record of consistently improving student comprehension and test scores for students across all learning levels. Highly qualified with [Degree] in [Area of study] and certified in [Area of certification] in [State]. Learned English Language Teacher with experience teaching elementary and middle grades students. Known for instilling love of language, books and reading in students and encouraging improved learning across curriculum. Certified in [Area of certification] and licensed in [State] to teach [Type] grade levels. Productive [Job Title] with excellent problem-solving and time management skills. Teach students fundamentals of social studies, including physical and human geography. Organized and efficient with maintaining student records and completing progress reports. Ready to apply [Area of expertise] expertise to dynamic new position. Professional [Job Title] focused on maximizing student educational potential by applying diverse instructional strategies and classroom management techniques. Skilled in delivering lectures, facilitating discussions and planning hands-on activities to enhance learning. Expert in [Type] teaching approaches. Organized Sales Administrative Assistant offering excellent planning, problem-solving and communication skills. Supporting high-performance sales teams in identifying customer needs and delivering solutions. Strong verbal and written communication skills to document sales activities. Customer-focused Retail Sales professional with solid understanding of retail dynamics, marketing and customer service. Offering [Number] years of experience providing quality product recommendations and solutions to meet customer needs and exceed expectations. Demonstrated record of exceeding revenue targets by leveraging communication skills and sales expertise. Talented [Job Title] with strong background in [Area of expertise]. Passionate about [Type] sales, customer relationship management and merchandising. Strategically increase profitability with enhanced displays and appealing ensembles. Upbeat, customer-focused Sales Associate with [Number] years of experience in retail environments. Flexible and approachable, with strong organizational and time management skills. Able to deliver memorable guest experience through welcoming interactions and extensive product knowledge. Results-oriented individual with over [Number] years of experience implementing marketing strategies to substantially increase store productivity and repeat clientele. Expertise in arranging new merchandise, managing cash registers and independently opening and closing store. Organized, efficient and capable of handling crowds of over [Number] during special sales events. Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team. Motivated to apply education and [Type] abilities to enhance [Type] operations. Eager to learn new skills and advance knowledge with hands-on experience. Proficient in [Software] and [Software] with advanced interpersonal abilities. Talented [Job Title] and team leader offering [Number] years of success in [Type] environments. Strategic thinker with [Area of expertise] proficiency. Offers proven ability to build effective teams and [Task]. Committed to identifying and leveraging opportunities for growth. Certified in [Area of certification].

Skills

- Staff Development
- Instructional design
- Program Development
- College preparation
- Curriculum Development
- Technology integration
- Differentiated instruction
- Project Organization
- Regulatory Compliance
- Communications
- Process Improvement
- Team Management
- Problem Resolution
- Budgets
- Customer service
- Listening
- Product Knowledge
- Sales
- Building Effective Relationships
- Effective Retail Sales Manager
- Results oriented
- Cash handling accuracy
- Relationship selling
- Inventory control procedures
- Active listening
- Reliable and punctual
- Team player mentality
- Verbal/written communication
- Documentation and recordkeeping
- Inventory management
- Outgoing personality
- Energetic self-starter
- Accurate money handling
- Superb time management
- Negotiations
- Cash register operation
- Retail merchandising expertise
- Merchandising knowledge
- Reading comprehension skills
- Written and oral communication skills
- Strategic planning
- Product Sales
- Customer- and service-oriented
- Excellent communication skills
- Client account management
- Team management
- Administrative support
- Customer outreach
- Operational improvement
- Point-of-sales systems
- POS system operation
- Retail loss prevention
- Research
- Work Area Maintenance
- Money handling
- Listening skills
- Telephone Skills

Work History

English Language Arts Teacher, 08/2011 to Current

Vertex Education – Las Vegas, NV

- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Sponsored, facilitated, and developed several student activities and clubs including middle school student council, fundraisers, mentorship program for incoming and outgoing students, local and international field experience and service projects.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays and non-fiction to meet diverse learning styles and intellectual and education needs.
- Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Created language arts lesson plans for sixth grade students, seventh grade students, and eighth grade students to meet learning needs, adhere to curriculum standards and build and extend interest in learning.
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Established positive classroom management boundaries to create safe, known environment for behavior among students.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Implemented innovative teaching approaches for special needs students to meet requirements of individualized education plans.
- Authored tests and quizzes to evaluate student learning and comprehension.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Helped students develop important learning skills and good study habits useful in trade school or college education.
- Created engaging lesson plans, fostered culture of discovery and provided well-organized classroom structure to help students succeed in program.
- Administered standardized tests in accordance with state and national testing programs.
- Selected and requisitioned appropriate books and instructional materials to develop, enrich, and revise self-authored lesson plans.
- Wrote custom materials for teaching concepts and material to supplement or replace standard materials to add interest, focus on specific concepts and meet learning needs of student population.
- Created evaluation vehicles to test student learning across several levels of understanding and comprehension, taking care to develop multiple opportunities for success within each vehicle.
- Evaluated student progress, recorded scores and revised plans for reteaching of subject matter where necessary to accomplish learning.
- Used varied instructional resources and tools to strengthen English language skills.
- Maintained strict classroom behavior management to provide positive, conducive environment for learning.
- Met with parents and administration to advocate for student needs.
- Met with parents at planned meetings and in ad hoc conversations to discuss student challenges, behavior modification and performance.
- Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
- Coordinated with other Special Education teachers, other faculty members and parents to develop and update IEPs for gifted/ talented and special needs students.
- Consulted with students to identify reasons for poor performance, gain understanding of personal struggles outside classroom, and devise plans for remediation.
- Devised compelling lesson content for age-appropriate literature that met various learning styles and capture imaginations of students.

AVID Program Coordinator, 08/2008 to 07/2011

Vertex Education – San Antonio, TX

- Evaluated programs and monitored implementation and compliance with regulations to achieve objectives.
- Maintained program files, records, databases and websites to gather research and prepare and submit annual reports.
- Directed day-to-day operations of education program and supervised support staff to delegate assignments and evaluate performance.
- Scheduled educational activities, faculty lectures and departmental events to drive mission and values of institution.
- Represented educational program at meetings and conferences to serve as subject matter liaison for array of services and activities assigned.
- Planned and implemented staff development and in-service training programs to enhance knowledge and skills.
- Implemented program-level departmental policies and procedures and managed budgets to support educational program and curriculum.
- Acquired grants and other sources of funding for educational programs and projects and drafted proposals and agreements to support proper allocation.
- Developed team communications and information for monthly meetings.
- Confirmed and resolved education-related issues and problems with students, parents and school officials.
- Served as academic and social resource for high school and middle school students, leading writing process improvements, study skills, note-taking, test-taking skills and overall stress management.
- Participated in creative meetings to assist in developing ideas and defining project deadlines.
- Prepared instructional materials and tutorial practice techniques for such subjects as mathematics, English and science.
- Encouraged students to develop perseverance mindset while teaching long-term visualization of success.
- Conducted private and group instruction to improve academic performance, enhance occupational skills and prepare for standardized tests.
- Guided students through skillset self-discovery to navigate career and college decision processes.
- Developed positive reinforcement techniques to provide feedback to students while building individual confidence levels.
- Emphasized web etiquette and practical applications of technology for professional use.
- Used Microsoft Word and Microsoft Excel to compile and maintain proper documentation of student data, files, portfolios and records.
- Evaluated and supervised educators to assess performance and offer support.
- Led recruiting, hiring and training of qualified tutors and instructors.
- Authored reports outlining program accomplishments, statistics and performance data.
- Devised and monitored AVID program budgets to minimize spending and justify fund utilization.
- Scheduled staff or speakers and coordinated facilities to plan logistics for program lectures.
- Procured equipment and services to align with program objectives and budget.
- Planned rigorous education programs and set ambitious program goals to establish targets for achievement.
- Worked closely with team members to communicate project requirements, evaluate progress, develop solutions, meet deadlines, and achieve goals.
- Improved operations by working with team members, community members, parents, and students to find workable solutions.
- Led, monitored, and carried out AVID implementation process resulting in site certification and procurement of federal funds to continue program.
- Performed site evaluations and team audits.
- Developed functional solutions to address budgetary and implementation obstacles.
- Identified and mended areas of in-congruity between federal grant guidelines and those outlined in AVID implementation and certification process.
- Improved compatibility between objectives set by School Improvement Counsel and objectives set by district coordinators as well as various departments, resulting in increased advocacy and success for all stakeholders.

English Language Arts Teacher, 09/2006 to 06/2011

Beaufort County School District – City, STATE

- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays and non-fiction to meet diverse learning styles.
- Created language arts lesson plans for underrepresented students, struggling students, and gifted students to meet learning needs, adhere to curriculum standards and build interest in learning.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Implemented innovative teaching approaches for special needs students to meet requirements of individualized education plans.
- Authored tests and quizzes to evaluate student learning and comprehension.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Identified students struggling with material and made arrangements to meet one-on-one during study hall or other time periods to provide additional instruction in one-on-one environment.
- Assessed students' strengths and weaknesses regularly to provide appropriate methods for addressing learning needs.
- Communicated with students in French to foster oral proficiency.
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
- Created engaging lesson plans, fostered culture of discovery and provided well-organized classroom structure to help students succeed in program.
- Administered standardized tests in accordance with state testing programs.
- Collaborated on and implemented innovative pedagogical initiatives that focused on student-first, hands-on and experiential learning to foster French instruction.
- Selected and requisitioned appropriate books and instructional aids to complement lesson plans.
- Explored and implemented innovative use of technology in language education.
- Created age and interest appropriate reading lists to expand students' vocabulary and comprehension skills.
- Implemented structured writers' workshop to teach composition and writing techniques to help students develop skills for college prep work.
- Modified teaching techniques to meet instructional needs of advanced students and students and IEP outlines.
- Developed detailed, interdisciplinary and multi-grade level unit plans for English Language Arts classes to meet educational needs of diverse student population.
- Worked one-on-one with struggling students to shore up learning in specific skills and concepts.
- Administered timed reading, writing, speaking and comprehension exams to students.
- Wrote custom materials for teaching concepts and material to supplement or replace standard materials to add interest, focus on specific concepts and meet learning needs of student population.
- Created evaluation vehicles to test student learning across several levels of understanding and comprehension, taking care to develop multiple opportunities for success within each vehicle.
- Evaluated student progress, recorded scores and revised plans for reteaching of subject matter where necessary to accomplish learning.
- Used varied instructional resources and tools to strengthen English language skills.
- Maintained strict classroom behavior management to provide positive, conducive environment for learning.
- Dedicated extra hours by sponsoring school newspaper and yearbook committees.
- Met with parents and administration to advocate for student needs.
- Met with parents at planned meetings and in ad hoc conversations to discuss student challenges, behavior modification and performance.
- Coordinated with other Special Education teachers, other faculty members and parents to develop and update IEPs for gifted/ talented and special needs students.
- Consulted with students to identify reasons for poor performance, gain understanding of personal struggles outside classroom, and devise plans for remediation.
- Devised compelling lesson content for age-appropriate literature that met various learning styles and capture imaginations of students.

Education

Bachelor of Arts: English, 05/2005

University of South Carolina - Columbia - Columbia, SC

Accomplishments

- Supervised team of [Number] staff members.
- Collaborated with team of [Number] in the development of [Project name].