

JESSICA CLAIRE

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

SUMMARY

People-oriented professional who enjoys helping others in a friendly manner, exhibiting extreme patience and a strong ability to relate to others, and paying careful attention to detail while maintaining effective organization.

Experience includes a unique combination of 10 years of Education experience in Teaching coupled with 10+ years of Business background in Sales, Marketing, and Management.

HIGHLIGHTS

- Proven competencies include:
 - excellent organizational and interpersonal skills
 - unsurpassed written communication skills
 - exceptional editing ability
 - Proficiency in Microsoft Office Applications
- Recognized for leadership ability in:
 - effectively managing and supporting students, peers, and trainees in an educational, business, or competitive environment.
 - improving student proficiency
 - effective use of data analysis
 - implementation of strategic instructional strategies

ACCOMPLISHMENTS

Campus Gifted & Talented Coordinator

Campus UIL Coordinator

Reading Department Head

UIL Coach

EXPERIENCE

07/2014 to 05/2015 **Teacher, English Language Arts, 8th grade**

Veeva Systems – Tampa, FL

Facilitated student learning by analyzing current data, planning accordingly, and implementing instructional strategies tailored to student needs to ensure student success.

07/2013 to 05/2014 **Teacher, English Language Arts, 8th grade**

Allegro Microsystems, Inc. – Auburn Hills, MI

- Proven STAAR success: 91.38% Met / 37.07% Advanced Developed/Implemented lessons that fulfill the requirements of curriculum program.
- Used appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students.
- Monitored academic progress and managed classroom efficiently to ensure educational, personal, and social growth and development of every student.

06/2005 to 05/2013 **Teacher, 8th Exploring Careers, 6th/8th Creative Writing, 1st grade, 7th/8th English Language Arts & Baylor Scott & White Health** – Greenville, TX

Proven, successful TAKS passing rates between 90-100% in last 5 years.

Facilitated student learning by analyzing current data, planning accordingly, and implementing instructional strategies tailored to student needs to ensure student success.

Monitored academic progress and managed classroom efficiently.

Supported student activities/school functions, including serving as **Reading Department Head, UIL Coordinator,**

UIL Coach, GT Coordinator, and fundraising, attending sporting events, school plays/district competitions, executing a dinner theatre, and successfully implementing a new Work Study Program.

01/1999 to 01/2003 **Office Manager**

Essilor Intl. – Pinellas Park, FL

- Proactively led internet-based business to achieve 1 million dollars in sales.
- Efficiently analyzed website design, marketing, and product pricing to increase revenue.
- Established and maintained client relationships in order to increase sales and provide exceptional customer satisfaction.
- Successfully trained and developed staff on products, customer service, and sales.

2004

Director of Marketing & Communications

United Way – City, STATE

- Created Marketing materials including flyers and letters to increase campaign contributions for annual fundraising campaign.
- Maintained effective public relations to ensure positive brand image, including establishing relationships with the press, writing editorials and press releases, and partnering with local schools and business readers in a Literacy Promotion program.
- Presented to area educators to solicit campaign contributions, resulting in new supporters and contributing to the monetary success of the campaign.

10/2010 to 07/2014 **Co-leader**

Girl Scouts Of America – City, STATE

- Actively involved in guiding Girl Scout troop in activities that promote the intellectual, social and emotional growth of the girl while encouraging philanthropy and community involvement.
- Attended leadership training and events to keep abreast of current activities.
- Marketing & sales of Girl Scout cookies, including cookie booth & door to door sales.

2009 to 2010 **Independent Sales Consultant**

Tupperware – City, STATE

- Exceeded sales and recruitment goals and received recognition, bonuses, & reward trips.
- Developed new client base by marketing products via home parties, email promotions, and networking, thus increasing sales and distribution.

- Recruited, trained and developed new sales consultants in multi level sales.

01/1998 to 01/1999 **Executive Assistant**

Texas Academy Of General Dentistry – City, STATE

- Directed promotional and marketing materials to dentists statewide to increase association membership and involvement.
- Coordinated advertising and logistics of Annual Gala, successfully generating association revenue.

01/1996 to 01/1997 **Account Executive**

Auto Trader Magazine – City, STATE

- Cultivated and maintained relationships with area businesses, including Southwest Corvette, Barnett Harley-Davidson, Edge Kawasaki, among others.
- Created innovative print media advertisements for local dealers.
- Top sales representative in the Southwest Region.

EDUCATION

2004

Bachelor of Arts: Communications Advertising Business

University of Texas - El Paso

GPA: GPA: 3.2

Communications Advertising Business GPA: 3.2

SKILLS

academic, advertisements, Advertising, Arts, Business Management, coaching, oral communication, interpersonal, Excellent oral, competitive, creativity, Creative Writing, client, customer satisfaction, customer service, data analysis, Edge, email, Staff Training, English, fundraising, image, Internet Marketing, leadership, leadership training, letters, logistics, marketing, Marketing, Marketing materials, Marketing & sales, materials, excel, Microsoft Office applications, networking, organizational, press, press releases, pricing, Print Media, progress, Promotion, public relations, Reading, Reading, recruitment, Sales, strategic, Teacher, Teaching, theatre, unique, website design, written, written communication skills