

JESSICA CLAIRE

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Professional Summary

Energetic English teacher genuinely interested in and respectful of young people. Passionate about English subject and committed to maintaining up-to-date knowledge in field. Trained in unique needs of high school learners. Excellent parental communication techniques for high school environment.

Skills

- Literacy skills
- IEP familiarity
- Problem-solving skills
- Lesson Planning
- Organizational ability
- Lesson plan implementation
- Time management
- Individualized instruction
- Student assessments
- Grading proficiency
- Recordkeeping skills
- Verbal and written communication
- Response-to-intervention understanding
- Quality education
- Autism spectrum awareness
- School district guidelines comprehension
- Learning assessments

Work History

English/Language Arts Teacher, 08/2012 to Current

Council Bluffs Community School District – Council Bluffs, IA

- Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Administered assessments and standardized tests to evaluate student progress.
- Led interesting and diverse group activities to engage students in course material.
- Instructed classes of up to 30 students on principles and strategies of English/Language Arts.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Prepared and implemented lesson plans covering required course topics.
- Helped students develop academic, social and emotional skills for long-term success.
- Worked with administrators on behavioral issues to support needs of students.
- Completed in-service and additional training to maintain professional growth.
- Taught age-appropriate spelling techniques, grammar rules and language skills.
- Cultivated relationships with parents for complete support network.
- Kept classroom organized, clean and safe for students and visitors.
- Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
- Encouraged independent thought, good judgment and expression of original ideas.
- Supported student skill development in alignment with personal and academic goals.
- Instructed classes of up to 30 students on principles and strategies of English/Language Arts.
- Provided one-on-one attention to students, while maintaining overall focus on entire group.
- Utilized group and hands-on learning experiences for proficient teacher evaluation score.

English/Language Arts Teacher, 10/2011 to 06/2012

Council Bluffs Community School District – Council Bluffs, IA

- Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Administered assessments and standardized tests to evaluate student progress.
- Led interesting and diverse group activities to engage students in course material.
- Instructed classes of up to 25 students on principles and strategies of English/Language Arts.
- Prepared and implemented lesson plans covering required course topics.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Helped students develop academic, social and emotional skills for long-term success.
- Worked with administrators on behavioral issues to support needs of students.
- Completed in-service and additional training to maintain professional growth.
- Taught age-appropriate spelling techniques, grammar rules and language skills.
- Cultivated relationships with parents for complete support network.
- Supported student skill development in alignment with personal and academic goals.
- Kept classroom organized, clean and safe for students and visitors.
- Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
- Encouraged independent thought, good judgment and expression of original ideas.
- Provided one-on-one attention to students, while maintaining overall focus on entire group.
- Utilized group and hands-on learning experiences for proficient teacher evaluation score.

Medical Assistant, 05/2005 to 07/2007

Children's Mercy Hospital – Wichita, KS

- Directed patients to exam rooms, fielded questions and prepared for physician examinations.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Ordered and prepared reagents and supplies.
- Completed clinical procedures and gathered patient data for interpretation by physician.
- Documented vital signs and health history for patients in clinic and hospital environments.
- Prepared patients for X-rays, electrocardiograms, suture removal and dressing changes.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Collected and documented patient medical information such as blood pressure and weight.
- Prepared initial patient charts for admission.
- Collaborated with medical and administrative personnel to maintain patient-focused, engaging and compassionate environment.
- Obtained client medical history, medication information, symptoms and allergies.
- Tested and recorded blood glucose levels.
- Sanitized, restocked and organized exam rooms and medical equipment.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Taught patients about medications, procedures and care plan instructions.
- Called and faxed pharmacies to submit prescriptions and refills.
- Promoted office efficiency, coordinating charts, completing insurance forms and helping patients with diverse needs.

Education

Bachelor of Arts: Secondary English Education With ESOL Endorsement, 12/2010

FAU - Boca Raton, FL

Associate of Arts: Medical Assisting, 06/2005

City College - Fort Lauderdale - Fort Lauderdale, FL