

JESSICA CLAIRE

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CORE QUALIFICATIONS

- Certified ESL Instructor
- Active listening skills
- Proficient speaker of English and Spanish
- Creative learning strategies
- Instructional theories knowledge
- National Council of Teachers of [Subject]
- First Aid and CPR Certified
- Patient and encouraging
- Teachers of English to Speakers of Other Languages

EDUCATION

Master's Degree

Walden University
Minneapolis, Minnesota • 2015

MS: MS Education
Graduated Summa Cum Laude
Coursework in ELL
Coursework in Education

PHCC
Spring Hill, Florida • July 2013

Teacher Certificate: Education
Gaining a solid foundation in classroom management, pedagogy and instructional strategies that will enable you to enter the classroom with the skills and confidence I need to be a successful teacher.

John Wesley College
High Point, North Carolina • May 2005

Bachelor of Science: Counseling
A counselor focuses on establishing trust and strong relationships with their patient base, working toward an eventual analysis, and potentially As a Counselor my job entailed, suggesting solutions or additional courses of treatment. As a counselors I was able to lead patients on a path of self realization and discovery, ultimately helping them to find their own solutions to problems. I adept at understanding mental illness, and may suggest treatment by a psychiatrist when appropriate and necessary.

PROFESSIONAL SUMMARY

To use my skills and experience and thereby to promote a positive atmosphere, and higher quality education among children. Seeking a challenging and responsible position to use my abilities and experience effectively and efficiently for children and I also have acquisition for learning and developing new skills.

EXPERIENCE

Allegan Area Schools Application Consortium - ELL Teacher
Allegan, MI • 07/2013
Created daily lesson plans for multi-level adult ESL classes. Taught lessons encompassing a range of skill-building activities for speaking, writing, reading and listening. Organized extracurricular opportunities such as annual speech contests and field trips. Employed kinesthetic, visual and auditory approaches to make lessons interesting and interactive. Mentored [number] staff members on international testing procedures. Engaged in cultural immersion programs with students to further augment global understanding. Taught English language skills to students from kindergarten age through adulthood. Organized supplementary materials in English for all students. Instructed more than [number] students through lectures, discussions, group activities and demonstrations. Integrated technology as an instructional tool, including the Smartboard. Attended professional development workshops focused on learning goals and classroom management. Planned and supervised class projects, field trips and guest speaker events. Conducted small group and individual classroom activities based on differentiated learning needs. Completed ongoing staff training sessions.

Army National Guard - Culinary Crew Supervisor
City, STATE • 07/1987 - 10/2014
Provided courteous and informative customer service in an open kitchen format. Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes. Expertly estimated staffing needs and adjusted hourly schedules in accordance with demand patterns, budget and local labor laws. Collaborated closely with the Food and Beverage Director to conduct staff meetings and resolve service, product and personnel issues. Implemented and supported company initiatives and programs. Effectively managed and assisted kitchen staff in producing food for banquets, catered events and member dining areas. Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements. Followed proper food handling methods and maintained correct temperature of all food products. Ensured smooth kitchen operation by overseeing daily product inventory, purchasing and receiving. Established and maintained open, collaborative relationships with the kitchen team. Consistently produced exceptional menu items that regularly garnered diners' praise. Prepared healthy, enjoyable breakfasts and dinners for diners. Regularly developed new recipes in accordance with consumer tastes, nutritional needs, and budgetary considerations. Enforced appropriate work-flow and quality controls for food quality and temperature.

United States Army - Human Resources / Deployed To Kuwait
City, STATE • 09/2011 - 10/2012

- Government and Military Processed over 30 emergency leaves, 113 R&R packets and 16 Promotion packets Prepared and processed recommendation for awards and decorations and arranged for award ceremonies Reviewed personnel casualty reports and issued emergency evacuation's evacuation's for soldiers Monitored suspense actions, Initiated, Incorporated and processed personnel evaluations, transferred records.
- Generated personnel for separation and retirement, executed personnel service center.
- Completed legal documents, 316 meal cards, training soldiers supports files, Prepared and maintained officer and enlisted personnel records Initiated over 150 Line of duty incidents in the MEDPRO database for soldiers in one week.

Guilford County Schools - Education
City, STATE • 08/2002 - 2006

- Assisted 7 schools and over 150 personnel and 200 Spanish speaking families and students to communicate more effectively Translated over 300 documents between and teachers and parents.
- Interpreted for both the parent/teacher and parent administrator for conferences Proctored for all state efficiency end of grades testing Two years in substitute teaching for elementary, middle and high schools Teacher assistant for the ESOL English as a second language teachers, Notified Hispanic families of all the upcoming student activities, student progress reports and disciplinary actions Translated school records.
- Medical records and notes from parents to teachers.
- Assisted the Social worker with house visits of students who were not attending school.

PROFESSIONAL AFFILIATIONS

NABE National Association of Bilingual Education
Career Development Association
Employment Counselor Association
Association of Marriage and Family Counseling
American Counseling Association
PADI Society Diving Membership Association for Multicultural Counseling

LANGUAGES

Fluent English and Spanish

INTERESTS

Scuba Diving , Artist & Crafts

ADDITIONAL INFORMATION

- HONORS & AWARDS United States Achievement Medal x2 United states Army Commendation Medal United States Army Service Ribbon United States Army Good Conduct Medal Army Reserve Component Achievement National Defense Service Medal War in Terrorism Expeditionary Medal Armed Forces Reserve Medal Global War on Terrorism Service Medal Non Commissioned Officer Professional Development Army Service Ribbon Overseas Service Ribbon CAREER HIGHLIGHTS U.S. Army Honorable discharge (I am still an active reservist) Ten plus experience in customer service Ten plus years in Human Resources Bi-lingual in English and Spanish languages. Seven years in Education.
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SKILLS

Benefits counseling, excellent communication, interpersonal skills, conferences, Counseling, data entry, database, Educator, English, filing, Government, inspection, instruction, legal documents, notes, managing, meetings, Excel, Microsoft Office, Power point, office equipment, personnel, progress, Promotion, safety, Spanish, Spanish speaking, Fluent

Spanish, ELA Teacher, ELL Teacher