

# JESSICA CLAIRE

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## SKILLS

- Networking
- Issues resolution
- Educational management
- Logistics management
- Program management
- Business operations
- Project organization
- Inventory management
- Administrative support
- Relationship development
- MS Office
- Customer service
- Organization
- Tutoring and student assistance
- Distance learning tools
- Curriculum development
- Class engagement
- Student evaluation
- Student assessment
- Multitasking abilities
- Computer skills

## EDUCATION

- Capella University**  
Minneapolis, MN  
*Ph.D.:* Philosophy in Education
- Northern Arizona University**  
Flagstaff, AZ  
*Masters in Education:* Educational Leadership
- Ohio University**  
Athens, OH  
*Bachelors of Music:* Applied Emphasis On Violin And Music Education

## CERTIFICATIONS

- Music K-12
- Secondary English
- Standard K-8
- Administrative (state exam not taken)

## PROFESSIONAL SUMMARY

A distinguished educator with a 35-year record of success in communication, planning, and exhibiting the problem-solving abilities required for delivering exceptional education to students while maintaining supportive and structured learning environments. Adept at developing and implementing student-focused practices and technological strategies to enhance classroom settings. Boosts student engagement through experiential learning, team collaboration and digital approaches. Demonstrates expertise in Microsoft and technology integration into classroom environment. Extremely driven, detail-oriented and an organized professional able to work efficiently and communicate effectively with faculty, administration, and students.

## WORK HISTORY

- South Carolina Job Board - Music Educator/English Teacher/Fine Arts Chair**  
*Atlanta, SC • 07/2009 - Current*
  - Applied proactive behavior management techniques to facilitate quality rehearsals/classes.
  - Monitored students' progress by analyzing performance metrics.
  - Utilized creative approaches to solve performance issues.
  - Organized special events, school concerts, music competitions and music examinations.
  - Mentored individual students effectively by taking creative approach.
  - Completed student records and school-related documentation.
  - Fostered relationships with staff, students and parents to drive departmental and school objectives and philosophies.
  - Maintained students' progress by evaluating and adjusting strategies.
  - Provided leadership and instruction to students studying music and playing various string instruments, vocally, and in theatre.
  - Interfaced with parents to discuss student progress and resolve conflicting educational priorities.
- Northland Pioneer College - Adjunct Music Instructor**  
*City, STATE • 08/2008 - 06/2015*  
Conductor/Music Director of the WMSO  
Music Theory Instructor
  - Developed strong working relationships with teachers, parents and students to propel school and departmental vision and goals.
  - Guided and instructed music students in music theory and instrument playing.
  - Maintained student records and evaluated each pupil's musical growth, performance and musical understanding.
  - Oversaw student progress by reviewing performance utilizing metrics.
  - Mentored struggling students with individualized approach to enhance learning.
  - Devised and executed challenging and advanced curricula to foster excellence among students.
  - Planned and executed targeted lesson plans to instruct on music theory, music history and performance etiquette.
  - Coordinated concerts, competitions, special events and music exams for students.
  - Familiarized students with basic concepts of music such as notes, tempo, symphony, beats, compositions and chords.
- Jefferson Academy Of Advanced Learning - Educator/Administrator Assistant**  
*City, STATE • 07/2004 - 06/2009*
  - Collaborated in meetings, took meticulous notes and distributed minutes to all attendees.
  - Elevated customer satisfaction ratings by resolving issues for speedy resolution.
  - Guided administrative and professional staff through computer and software problems.
  - Resolved student issues quickly and escalated critical problems immediately to the principal.
  - Pleasantly welcomed visitors, answered phone calls and maintained front reception desk.
  - Worked professionally to handle all client, vendor and public guest requirements.
  - Designed curriculum, lesson plans and instructional materials for classroom teaching.
  - Assessed each student's grasp of class material presented in courses and workshops.
  - Applied proactive behavior management techniques to facilitate classroom discipline.
  - Tested students with quizzes, essays and exams to gauge learning effectiveness.
  - Oversaw and directed parent conferences, lesson plans and classroom activities.
  - Managed and organized class records and reports.
  - Created lesson plans and chose supporting materials to promote positive learning experiences.
  - Introduced new learning methods to ensure total comprehension for all students.
  - Liaised with teachers to develop cohesive educational plans and improve student support.

## HONORS

- Named VFW "Teacher of the Year" in 2009.
- Recognized in "Who's Who Among America's Teachers."

## AFFILIATIONS

- NAfME - National Association of Music Educators
- AMEA - Arizona Music Educators Association
- Barbershop Harmony Society )legal name is Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA)