

# JESSICA CLAIRE

 resumesample@example.com  
 (555) 432-1000  
 100 Montgomery St. 10th Floor

## SKILLS

- Employee Empowerment
- Managing Operations and Efficiency
- Corrective Actions
- Persuasive Negotiations
- Scheduling and Coordinating
- Employee Coaching and Motivation
- Constructive Feedback
- Training Initiatives
- Administration and Reporting
- Performance Tracking and Evaluations
- Graphics and Animation
- Inventory Audits
- Creating Procedures
- Performance Goals
- Behavior Modification
- Staff Assignments
- Personnel Recruitment
- Faculty and Staff Training
- Organizational Strengths
- Professional Relationships
- Positive Reinforcement Strategies
- Team Goals

## EDUCATION

University of Phoenix  
Tempe, AZ • 05/2023

*Ph.D.: Education*

Belhaven University  
Jackson, MS • 11/2010

*Master of Arts: Education Administration*

Columbia College Chicago  
Chicago, IL • 05/1986

*Bachelor of Arts: Advertising Art And Communication*

## PROFESSIONAL SUMMARY

Experienced ELA Dept. Head with over 7 years of experience in Fortbendisd. Excellent reputation for resolving problems and improving customer satisfaction. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Reliable employee seeking Instructional Coach/Associate Principal position. Offering excellent communication and good judgment.

## WEBSITE, PORTFOLIO, PROFILES

- <https://www.linkedin.com/in/Jessica-Claire-6b168963>
- resumesample@example.com

## ACCOMPLISHMENTS

- Resolved product issue through consumer testing.
- Collaborated with team of 100 in the development of Staff Development
- Texas Lesson Study (TEA Lesson Published Region 4).
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Supervised team of 30 Department Head Meeting staff members.
- Documented and resolve Writing/Reading Professional Development which led to 100% Passing Rate.

## WORK HISTORY

Fortbendisd - English Language Arts Dept. Head  
City, STATE • 08/2018 - Current

- Enforced organizational rules and incorporated policy changes into departments' day-to-day activities.
- Maintained organized inventory with accurate records through proper ordering, tracking and auditing procedures.
- Evaluated performance continuously to identify areas in need of improvement and implement strategies to keep team on-track.
- Collaborated with department personnel to coordinate multifaceted solutions to emerging problems.
- Cultivated collaborative, performance-oriented culture to keep team motivated and enthusiastic about achieving shared goals.
- Implemented strong control and evaluation procedures to maximize departments' work quality.
- Managed efficient workflows by creating effective schedules and delegating work based on personnel strengths and knowledge.
- Led regular meetings with team leaders and front-line staff to convey important operational information and new targets.
- Maximized team performance by hiring, training and disciplining staff to consistently exceed expectations.

Fortbendisd - 8th Grade English Language Arts Teacher  
City, STATE • 08/2017 - Current

- Integrated technology into classroom as instructional tool, such as Smartboard.
- Established positive rapport with all students and parents through home calls, emails and Parent Teacher Club.
- Provided one-on-one attention to students, while maintaining overall focus on entire group.
- Administered and graded tests and assignments to evaluate students' progress.
- Utilized group and hands-on learning experiences for proficient teacher evaluation score.
- Proved successful working within tight deadlines and fast-paced atmosphere.

Houstonisd - Administrator Team Member, 4th,5th Grade Teacher  
City, STATE • 08/2005 - 08/2015

- Administrators' Team Member
- Instructional Coach
- Dyslexia Coach/Lead Teacher
- Trained new team members by relaying information on company procedures and safety requirements.
- Maintained productive, efficient approach to all tasks.
- Implemented classroom management improvements to enhance class morale and engagement.
- Planned lessons according to district standards to cover requirements and prepare for standardized tests.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Taught students subject-specific material, learning strategies and social skills.
- Assessed student progress by administering tests and evaluating results.
- Assisted executive leaders in decision-making procedures by creating daily reports to advise leaders on corrective actions and process improvements.
- Confirmed accurate completion of forms and reports for admission, transfer or discharge of each program participant.
- Developed revisions for systems and procedures by evaluating operational practices and identifying improvement opportunities.
- Collected, validated and distributed information to employees.
- Devised and implemented improvements to reporting procedures.
- Oversaw successful planning and execution of staff meetings, parties and events.

Houstonisd - Title 1 Coordinator  
City, STATE • 08/2011 - 08/2017

- Created positive and engaging environment in classroom that encouraged literacy skills.
- Supervised small reading groups of students.
- Promoted love of reading and literacy to all students.
- Assessed and reported on each student's reading progress in accordance with policies developed by school district.
- Interpreted student assessment data to ascertain best intervention methods.
- Contacted parents to discuss student progress and notify about class issues.
- Provided tutoring and after school assistance to students requiring additional help with reading.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Participated in department meetings to provide input to colleagues about student achievement and improvement.

## AFFILIATIONS

Federal Teacher Association  
HASBE (The Houston Area Alliance of Black School Educators.  
Black Teachers Teach