

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Training professional with extensive leadership experience in staff development, process and productivity improvements, performance management and curriculum design. Well-qualified Training Specialist adept at planning and implementing onsite and remote training programs. Authoritative and clear communicator with enthusiastic style and insightful approach. Highly skilled Digital Media Producer with background crafting innovative videos and graphic designs for online education. Expertise in camera equipment and editing software used to create digital content. Creative and innovative problem-solver exercises key strengths in workflow optimization, process re-engineering and strategic scheduling techniques. Offers track record of delivering superior-quality results for industry-leading educational programs.

CAREER MILESTONES

- Received Kaplan Leadership Award, First Quarter 2019
- Responsible for obtaining and implementing the Lightboard-the first one in use for education in Colorado
- Authored and taught multiple internal training programs used organization-wide resulting in documented increase in sales
- Nominated by upper management to participate in Supervisor Leadership Training Program as lower level employee

WORK HISTORY

Digital Media Production, Marketing & Education, 06/2006 - Current

Evine

- Analyzed employee feedback survey data and worked with teams to create enhanced training programs to engage employees
- Produced professional quality educational videos for all programs and designations while working with multiple departments and leaders at all levels of authority with tight deadlines
- Scheduled and taught in class and online courses to increase learning opportunities
- Tracked attendance and progress against goals for each participant
- Recognized and tapped talented staff to fill key positions and maximize productivity
- Mentored new hires and established employees resulting in stronger staff development and increased productivity
- Organized company engagement events, including team building activities and holiday parties
- Recorded and edited videos for use in later courses or by remote learners for staff development
- Administered assessments before, during and after courses to monitor participant workflow and behaviors throughout training process
- Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness
- Designed and maintained all academic visual elements used by students within their classroom environment
- Tracked key metrics and developed spreadsheets and data models
- Coordinated with social media, public relations and other teams to execute product introductions while writing engaging and successful marketing, advertising and website copy
- Collected data on program effectiveness through surveying, data analysis and other methods and implemented solutions for improvement
- Filmed and interviewed various guests for segments and packages featured on social media outlets and marketing campaigns
- Managed video shoots, set teams and performers while creating work schedules and operating production equipment
- Developed ideas, produced and edited vast types of projects for various media and platforms
- Organized and coordinated annual Corporate Summit held for CFFP's top clientele, including coordination with National PGA Golf Tournament
- Developed relationships with over thirty individual Program Directors while implementing and maintaining contractual agreements

Production Director, 01/2010 - 01/2013

R/Ga

- Directed and produced original Christmas Productions with a cast and crew of over 200 individuals of all ages
- Included set design, costuming, lighting, sound, and choreography and three camera shoot during production
- Responsible for all graphics and marketing campaigns including printed and visual media
- Coordinated and implemented Annual Worship Arts Seminar for all worship arts personnel
- Designed in-house worship band CONSUMED tradeshow booth, graphics, and materials for HeavenFest including cover art for CD release
- Worked directly with national artist management representation for large scale music event, encompassing flight schedules, video production, venue management and publicity pieces.

Producer, 01/2004 - 01/2006

Metropolitan State University Of Denver

- Scheduled over 70 performing ensembles for a three-day state wide high school music festival with guest national artists and clinicians.
- Coordinated with artist management for featured performers while managing travel and performance itineraries, riders, and requests.
- Managed all volunteer and paid personnel for annual event in anticipation of over 3,000 in attendance.
- Set-up corporate sponsorship for all events with vendors such as Frontier Airlines, KUVO (Radio) and Kolascny Music.
- Negotiated lower hotel rates with local hotels for artists and guests.

PORTFOLIO

- cxClaire.wixsite.com/portfolio

SKILLS

- | | |
|---|--|
| • Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, LiveCycle) | • Prezi, Vyond |
| • Google Suite including Analytics | • Programming Tools: SCRUM, SQL, Crystal Reporting, Visual Studio, |
| • Design Tools: Adobe Creative Suite (Premiere Pro, Dreamweaver, Photoshop, InDesign, After Effects, Illustrator, Media Encoder, Illustrator) | • 93 WPM type speed |

EDUCATION

Master of Arts: Adult Education & Training, 05/2018

University of Phoenix - Tempe, AZ

Bachelor of Arts: Music, 05/2015

Metropolitan State University of Denver - Denver, CO

- summa cum laude graduate

Certification: Visual Communications, 05/2010

University of Phoenix - Tempe, AZ