

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

Passionate early childhood professional with over 20 years of hands-on experience. Proficient in employing range of suitable strategies to mentor and train early childhood teachers in learning. Intelligent and charismatic educator committed to helping students accomplish academic goals. Skilled at developing and delivering material and concepts to address varied learning levels and modalities through face to face and online learning.

Skills

- Excellent communication and coordination skills to support positive outcomes for individual and group success, ability to interact and communicate with a diverse population
- Capable of working independently and with supervision to accomplish tasks and assignments
- Highly skilled in the use of the computer, Microsoft Office software and other databases and software
- Excellent communication
- Strong problem solving and analytical skills

Work History

Quality Education and Care Coaching Specialist, 11/2010 to Current

Hampton University – Hampton, VA

- Develop and execute face to face and webinar content for early childhood teachers on topics for skill and knowledge improvement
- Prepare pre-post tests to gauge student learning.
- Implement different technologies to engage students in class instruction and diversify approaches.
- Collaborate with other coaches to devise and implement coordinated educational strategies and teacher support networks.
- Shift between formal and informal methods of teaching to keep students interested.
- Participate in department meetings to provide input to colleagues about student achievement and improvement.
- Adapt teaching methods and materials to changing student needs to increase classroom participation.

Adjunct Instructor, 10/2010 to 04/2013

Rasmussen College-School Of Education – City, STATE

- Participated in school retention initiatives by providing regular, accurate and timely feedback to students and school concerning academics, behavior and attendance.
- Transitioned course material and applied technological options for online and course-related software for early childhood education courses.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Defined and articulated learning outcomes, including measurements, performance metrics and changes to improve student learning.
- Submitted daily class roster to accurately maintain attendance records.
- Attended meetings and workshops to refine and enhance instructional skills.
- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.

Pre-School Director/Adjunct Instructor, 11/2006 to 06/2010

Miami Dade College Preschool Lab – City, STATE

- Served as a resource for staff to provide guidance and support in their academic and professional growth and development by keeping abreast of trends in education and career options.
- Planned and implemented comprehensive professional development opportunities for practitioners and volunteers.
- Established contacts within the college, community and training organizations to support and enhance training efforts.
- Managed the training attendance, and all pertinent data
- Adjunct instruction to early childhood directors within the community on principles of leadership and administration to meet requirements for Florida's Director Credential.
- Examined and graded assignments and assessments to report grades to appropriate personnel.
- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
- Participated in school retention initiatives by providing regular, accurate and timely feedback to students and school concerning academics, behavior and attendance.
- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Submitted daily class roster to accurately maintain attendance records.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Worked closely with Director of Education to develop and implement curriculum for improved learning and student performance.
- Used technological equipment to enhance process of students' learning.
- Created unique, student-centered lesson plans and assignments for each class to promote maximum learning and knowledge retention.
- Attended regular meetings and workshops to refine and enhance instructional skills.
- Integrated current events and cultural themes into course materials to contextualize subject matter and facilitate lifelong learning.
- Collaborated with Director of Education to create dynamic, ongoing curriculum development and instruction improvement program.
- Defined and articulated learning outcomes, including measurements, performance metrics and changes to improve student learning.

Education

Ph.D: Education

Candidiate - Walden University - Riley School of Education

Master of Science: Social Work Administration

Columbia University School of Social Work - New York, NY

Bachelor of Science: Sociology

Hobart and William Smith Colleges - Geneva, NY

Affiliations

Kappa Delta Pi

National Academy for the Education of Young Children

National Society of Leadership and Success