

# JESSICA CLAIRE

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## Summary

Enthusiastic graduate with superb leadership and communication skills. Easily cultivates trusting and productive relationships with students, parents, teachers and administration. Huge passion in coaching, as well as teaching and building relationships. Firm believer in trying my hardest in everything I do. Passionate and competitive. Willing to work where ever needed, no matter the age or sport. Very prompt and always prepared for any task given. Knowledgeable in Special Education as well as other subjects. Takes pride in myself and my appearance. Wants to work to get the best out of myself and others. Do whatever is needed to get the task finished.

## Skills

- Quick learner Interdisciplinary teaching
- Excellent classroom management Positive atmosphere promotion
- Experience with special needs Active listening skills
- Teaching experience
- Clear public speaking skills
- Classroom management skills Creative lesson plan development
- Special Education Certification
- Great Computer Skills
- Coaching Football, Basketball, Track
- Worked with offensive and defensive line
- Coached Sub Varsity Basketball
- Coached track
- Wrote up IEPs
- Sat in during ARD meetings
- The ability to work and to learn whatever needed
- Willing to try and get the best out of myself and anybody I work with.

## Experience

### Special Education Teacher/Coach, 07/2016 to Current

Nogales Unified School District – Nogales, AZ

Was in charge of the High School Special Education program.

Worked with students with several learning disabilities.

Worked with teacher aids as well as teachers.

Wrote up IEP's for each student and was there for their ARD meetings.

Was also an Inclusion teacher went into class with students

### Substitute Teacher, 01/2016 to Current

Morgan Stanley – Mount Laurel, NJ

- Promoted good behaviors by using the positive reinforcement method.
- Implemented developmentally-appropriate curriculum that addressed all learning styles.
- Encouraged children to be understanding of others.
- Applied the positive reinforcement method to redirect negative behaviors.
- Communicated effectively with educators from various grade levels.

### Manager, 08/2013 to Current

Morgan Stanley – New Brunswick, NJ

- Assessed customer needs and responded to questions.
- Mentored staff to increase sales success and productivity.
- Issued receipts for purchases and gifts.
- Bagged merchandise by following standard procedures.
- Designed sales and service strategies to improve revenue and retention.
- Worked with customer service to resolve issues.
- Worked overtime shifts during busy periods.

### Manager, 06/2009 to 08/2014

Stars & Stripes Drive In Theater – City, STATE

- Managed team of 20 of professionals.
- Surpassed revenue goals in four consecutive quarters.
- Served as mentor to junior team members.
- Recruited and hired new branch employees.
- Developed standard operating procedures.
- Monitored key performance metrics.

## Education and Training

### Bachelor of Science: University Studies Education, 2015

Texas Tech University - Lubbock, TX

University Studies Education Exercise Sports Science Coursework in Health and Physical Education, Exercise Science and Kinesiology Coursework in Sports Management, Sports Leadership and Physical Therapy Emphasis in Child

Pending Certification in Education Currently taking classes in the Texas Teachers program in order to be completely certified in the state of Texas. I have passed the Special Education Certification Test (EC-12). Willing to take any other content tests needed. Still need to take the PPR and complete the Texas Teachers course work. DevelopmentCoursework in Professional Development in Reading: 2016

### Associate of Science: Education, 2012

South Plains College - Lubbock, TX

Education

## Accomplishments

- Worked for two years as a student coach at Lubbock High School.
- Worked with the football team and the coaches and received first hand experiences as a coach.
- Pursued team building and leadership education strategies.
- Employed special educational strategies and techniques during instruction to improve the development of sensory/perceptual-motor skills, language, cognition, and memory.
- Plan Development Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provided students with opportunities to observe, question, and investigate.
- Worked with students with different types of learning disabilities.
- Learned how to do an ARD and wrote up IEPs
- Coached Football, Basketball, and Track
- worked with the Offensive and defensive line
- Coached Sub Varsity Basketball
- Coached Discuss and Shot Put

## Skills

content, customer service, Leadership, lesson plan, lesson plans, listening, management skills, meetings, mentor, Physical Therapy, promotion, public speaking, Quick learner, Reading, sales, teaching, coaching, working with special education, communication,