

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

I was born in Esfahan, Iran. This city has a deep and rich history visible through the deep colors, architecture and art work including beautiful galleries and artist/teachers. I attended public school. Because of this city, I studied poetry, literature, and art in high school. I worked as a teacher of Art for a private studio for 11 years for adult and children. I had three Art exhibitions in Iran. I was proud of the work and outcome of these exhibitions.

I came to the United States in 2017 with my family. I studied English and Art in community college. I successfully worked with children in preschool as a teacher's aide specifically with art work and other related materials. I was a teacher's aide at Cosumnes River College in Color theory and Design art classes. I also was an aide in the Art museum in the same college. I also have office aide work experience in the Fine Arts Department.

I am excited to offer my skills to enhance any program or business that could utilize my abilities. You will find me professional and personally approachable. My bi-lingual and bi-cultural background is a part of my history in life. I am a dedicated employee who looks forward to working in a setting that can be beneficial to each other.

## SKILLS

- Museum collections
- Exhibit preparation
- Office management
- Teamwork
- Good listening skills

## WORK HISTORY

### Art Gallery and Fine Arts Assistant, 08/2019 - 12/2020

Warrensburg Schools – Warrensburg, MO

- Informed visitors of exhibit features and highlights to promote enriching gallery experiences.
- Facilitated good gallery visitor flow to enhance viewing experiences and minimize accident potential.
- Guided special needs visitors to elevators and around obstructions to improve patrons' gallery experiences.
- Addressed visitor service issues and resolved each situation to enable optimum outcome for visitor and gallery.

### Teacher Aide, 09/2018 - 05/2019

Cosumnes River College – City, STATE

- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Completed and filed daily paperwork for classroom activities, including meal count sheets and attendance logs.
- Tutored struggling students individually and in small groups to reinforce learning concepts.
- Supported instructor with test administration, curriculum development and assignment grading.
- Took daily attendance, notifying classroom teacher immediately of any student absences.
- Supported classroom activities, including tutoring, grading homework and reviewing exams.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.

### Teacher Aide, Including Art Classes, 06/2018 - 05/2019

Shining Stars Preschool – City, STATE

- Supported student learning objectives through personalized and small group assistance.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Led daily labs to give students opportunities to explore topics with hands-on activities.
- Worked with struggling students to offer additional help with classroom and hands-on learning.
- Tracked student behaviors and gave parents feedback to provide comprehensive support for student growth and development.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Supported efficient school operations with assistance for non-classroom activities such as lunchtimes and bus lines.
- Assisted teachers with supervision and care of group of [Number] children.
- Prepared teaching materials and set up audio-visual equipment for lead teacher.
- Oversaw groups of students at school and off-site locations, maintaining optimal safety and security.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
- Lectured students on art history and current techniques in disciplines such as [Type].
- Guided students through process of artistic self-discovery, helping each evaluate and develop personal talents.

### Teacher, Adult and Children Art, 04/2005 - 09/2016

Jasmin Studio – City, STATE

- Created and maintained safe and nurturing environment for children.
- Incorporated exciting and engaging activities to reinforce student participation and hands-on learning.
- Fostered team collaboration between students through group projects for Art.
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- Developed fundraisers and completed grant documentation to raise money for district.
- Incorporated multiple types of teaching strategies into classroom including Painting, Sculpture, Drawing, etc.
- Instructed Adult and young students in Art principles, concepts and in-depth subject matter.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Monitored class of 20 children for 5 hours daily.
- Graded and evaluated student assignments, papers and course work.
- Supervised learning groups of students in classroom stations including Art.
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding.
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.
- Held conferences with parents to address questions, discuss academic progress and encourage learning goals.
- Evaluated and introduced age-appropriate materials for children and contoured it to lesson plans.
- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest of Children's Literature as avenue of study.

## EDUCATION

### No Degree: Art Studio

Cosumnes River College - Sacramento, CA

- Majored in Art Studio
- Job-related courses: Art History, Drawing ,Painting, Sculpture, Work Experience

### High School Diploma: 06/1998

Mktabi School - Esfahan, Iran

Art major

## LANGUAGES

English:

Negotiated:

Persian:

Negotiated: