JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

SKILLS

- Course Description Writing
- Federal, State and Local Regulations Adherence
- Curricula Evaluation
- Student Guidance
- Professional Development Planning
- Policy Implementation
- Complex Problem Solving
- Attention to Detail
- Staff Training
- Critical Thinking
- Decision Making
- Relationship Building
- Staff Leadership
- Goal Setting
- Task Delegation
- Responsible and Dependable
- Microsoft Office

EDUCATION

Walden University
Online • 06/2015

Master of Science: Information Technology

University of Phoenix
Online • 06/2008

MBA: Business Administration

North Carolina Wesleyan College
Rocky Mount, NC • 05/2006

Bachelor of Science: Computer Information Systems

Halifax Community College
Weldon, NC • 05/1998

Associate of Applied Science: Office Systems Technology

CERTIFICATIONS

- Graduate Certificate in Leadership - Walden University
- Graduate Certificate in Information Systems - Walden University

PROFESSIONAL SUMMARY

Detail-oriented Testing Coordinator adept at managing large-scale projects with accuracy and efficiency. Background in project management and quality control illustrated over 8 years of education success.

WORK HISTORY

Summit Academy - Testing Coordinator
Minneapolis, MN • 09/2017 - Current

- Manage testing environment to mitigate outside variables and increase accuracy.
- Trained and developed new testing team members and provided continuous mentoring.
- Administered standardized tests to evaluate student performance and progress.
- Kept school in full compliance with established policies, legal requirements and student safety standards.

University Of Minnesota - Adjunct Instructor
Minneapolis, MN • 09/2017 - Current

- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
- Defined and articulated goal learning outcomes, performance metrics and changes to improve student learning.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Developed and implemented Introduction to Computers curriculum for improved learning and student performance.
- Organized, prepared and revised course material and applied technological options for online and course-related software.
- Submitted daily class roster to accurately maintain attendance records.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Examined and graded assignments and assessments to report grades to appropriate personnel.
- Attended meetings and workshops to refine and enhance instructional skills.
- Collaborated with department head to create dynamic, ongoing curriculum development and instruction improvement program.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Taught Introduction to Computers classes in business operations, business procedures and application of computer technologies.
- Created unique, student-centered lesson plans and assignments for each class to promote maximum learning and knowledge retention.

Ally - Interim Testing and Data Manager Coordinator
Remote, MN • 08/2009 - 09/2017

- Analyzed content access, retention and evaluation projects to maintain nonstop information repository.
- Devised and implemented reliable data management procedures to enable usability and security of company data.
- Deployed optimal reporting software and developed dashboards and reporting systems for data summaries.
- Administered, supported and monitored databases by proactively resolving database issues.
- Set up and controlled user profiles and access levels for each database segment to protect important data.
- Tested programs and databases to identify issues and make necessary modifications.
- Planned and implemented security measures to safeguard vital business data.
- Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.

Halifax County Schools - Data Manager
City, STATE • 08/2000 - 09/2017

- Devised and implemented reliable data management procedures to enable usability and security of company data.
- Partnered with subject matter experts in continuous improvement process, upgraded data quality and recommended innovative information management strategies.
- Analyzed content access, retention and evaluation projects to maintain nonstop information repository.
- Oversaw security and information retention policies and practices according to internal and government-ordered standards.
- Set up and controlled user profiles and access levels for each database segment to protect important data.
- Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.
- Planned and implemented security measures to safeguard vital business data.
- Tested programs and databases to identify issues and make necessary modifications.