

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Talented Consultant with excellent client oversight, issue resolution and presentation skills. Highly effective at juggling multiple tasks and projects.

Personable Consultant Engineer in Software industry with incredible leadership and project management skills. Accomplished in all stages of project execution, including design, revisions, and marketing. Team-oriented and ready to handle groups of over 20 or work independently if needed.

Well-qualified Educational Research Associate knowledgeable about Activity based learning and experienced in Educational Non Profit Organization Offering 8-year background as data reviewer, recordkeeper and project coordinator. Intelligent and enterprising professional always pursuing ways to streamline or optimize processes.

Determined and experienced in building lucrative client relationships and implementing effective processes and procedures.

Client-focused Senior Software Engineer with more than 5 years designing innovative applications and achieving high client satisfaction.

Diligent Communications successful in Social Sector and Education. A strong team player with the ability to work with little to no supervision. Excellent abilities in comparing technologies and finding quick solutions.

Multi-tasking Consultant well-known for successfully taking projects from beginning stages to completion. Polished and professional offering proficiency in Educational Development. Pursuing new role where hard work and dedication will be highly valued.

Advanced knowledge of Social structure and development operations and dedication to see issues through to end.

Knowledgeable about developing and implementing successful business solutions that drive productivity and growth.

Motivated Educational Research Associate successful at conducting notable independent research into Primary Education. Bringing 6 years of experience in self learning environments and eagerness to advance knowledge through forward-thinking investigations.

## SKILLS

- User support
- Strategic Planning
- Training
- Documentation
- Operational Improvement
- Administrative support
- Data Collection
- Team building
- Public Speaking
- Operations Support
- Fundraising
- Team collaboration
- Interviewing skills
- Written and verbal communication
- Program Development
- Positive learning environment
- Creative questioning
- Age-appropriate lesson planning
- Tailoring curriculum plans
- Instructional best practices
- Special education
- Experience with instructional design
- Experiential learning
- Audio-visual aid implementation
- Technological instruction
- Classscape knowledge
- Student-centered learning
- Group learning mechanics
- Positive reinforcement
- Creative learning strategies
- Critical Thinking
- Differentiated instruction
- Strong written and verbal communicator
- Creative imagination stimulation
- Kind and empathetic educator
- Expertise in Storytelling
- Social-Emotional Learning training
- Group and individual instruction
- Verbal and writing communication
- Self-motivated
- Purposeful lesson planning
- Outstanding social skills
- Creative lesson planning
- Performance improvement
- Inquiry-based learning
- Stand-in experience
- Exceptional communicator
- Accepts direction and coaching graciously
- Can-do attitude
- Administrative support
- Creative writing

## WORK HISTORY

02/2012 to Current	<b>Consultant</b> <b>Tata Consultancy Services – Springfield, OH</b> <ul style="list-style-type: none"><li>• Executed on-time, under-budget project management on complex financial issues for senior leadership</li><li>• Conducted meetings with clients to determine project intent, requirements and budgets</li><li>• Created detailed roadmaps of action items and project goals and provided reporting and analysis to inform budgeting and planning</li><li>• Monitored project activities and verified team members adhered to project's budget and business standards and regulations</li><li>• Achieved continuous process improvements by introducing cutting-edge technology upgrades, paperless systems and automation of monitoring systems</li><li>• Reviewed internal systems and organized training plans to address areas in need of improvement</li><li>• Conducted research on network products, services, protocols and standards for network procurement and development efforts</li><li>• Leveraged business tool expertise to develop and deploy customer interfaces</li><li>• Worked closely with software development and testing team members to design and develop robust solutions to meet client requirements for functionality, scalability and performance</li><li>• Kept detailed records of project progress, discrepancies and other funding issues</li><li>• Contributed to success of client's organization by improving performance, motivation, job satisfaction, hiring practices, training programs and management systems</li></ul>
01/2015 to Current	<b>NGO Intern</b> <b>Pacific Asian Consortium In Employment (Pace) – Los Angeles, CA</b> <ul style="list-style-type: none"><li>• Participated in meetings to discuss new enhancement to Activity Learning framework opportunities</li><li>• Developed team communications and information for academic meetings</li><li>• Followed all policies, regulations, dress codes and schedules</li><li>• Maintained excellent attendance record, consistently arriving to work on time</li><li>• Worked with under-privileged children</li></ul>
03/2014 to Current	<b>Teacher</b> <b>Samidha – City, STATE</b> <ul style="list-style-type: none"><li>• Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student centered learning</li><li>• Administered assessments to determine each student's specific educational and social needs</li><li>• Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding</li><li>• Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities</li><li>• Supported student teachers by mentoring on classroom management, lesson planning and activity organization</li><li>• Fostered team collaboration between students through group projects for different academic subjects</li><li>• Observed and evaluated students' performance, behavior, social development and physical health</li><li>• Kept students on-task with proactive behavior modification and positive reinforcement strategies</li><li>• Boosted student grasp of materials with weekly tutoring sessions</li><li>• Received recognition for contributions of innovative concepts to classroom instruction</li><li>• Designed dynamic lesson plans based on student interests to increase average student GPA by 20% over a month</li><li>• Promoted student engagement with positive reinforcement techniques and diverse learning strategies</li><li>• Implemented and encouraged debate-style classroom environment to increase student engagement and promote critical thinking</li><li>• Applied understanding of student engagement with digital learning and wide range of instructional technologies to bolster content delivery</li><li>• Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities</li><li>• Introduced special outreach programs to department chair in effort to increase institution's interest in community service</li><li>• Instituted mentoring program between 1st to 10th grade students, increasing student development and enthusiasm for learning</li><li>• Directed after-school activities 2 days each week to provide students with interesting opportunities while maintaining student discipline</li><li>• Mentored students needing extra assistance understanding lessons or concepts</li><li>• Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities</li><li>• Promoted and modeled lifelong love of learning and reading</li><li>• 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</li></ul>

## EDUCATION

2011

**Bachelor of Science: Instrumentation and Control**

Vishwakarma Institute of Technology - Pune