

# JESSICA CLAIRE

- ✉ resumesample@example.com
- ☎ (555) 432-1000
- 📍 100 Montgomery St. 10th Floor

## EDUCATION AND TRAINING

University of Missouri  
Missouri • 05/2017

*Master of Education:* Positive Coaching

Chadron State College  
Chadron, Nebraska • 05/2009

*Bachelor of Science:* Secondary Education

- Varsity Starter Men's Basketball
- First Team RMAC All-Academic Basketball, 2008
- RMAC All-Conference Honorable Mention: Basketball, 2008
- Graduated Cum Laude

Eastern Wyoming College  
Torrington, Wyoming • 05/2006

*Associate of Arts:* Elementary Education

- Region IX Champions, 2004  
NJCAA National Basketball Tournament - 8th Place, 2004
- Region IX Runner-Up,
- 2005 Student Assistant Coach, 2005-06
- NJCAA National Golf Tournament Participant, 2006

Torrington High School  
Torrington, WY • 05/2003

- Wyoming All State Basketball 2003, Football 2002, and Track 2002, 2003
- All Conference Basketball 2002, 2003, Football 2001, 2002, and Track 2001, 2002, 2003
- Wyoming All-Star Basketball Game 2003
- Magnificent 7 All-Star Basketball Game 2003

## CERTIFICATIONS

Nebraska Teaching Certificate  
Endorsement  
Physical Education and Health K-12

## SKILLS

- Reliable & Trustworthy
- Training & Development
- Critical Thinking
- Planning & Organizing
- Team Building
- Supervision & Leadership
- First Aid/CPR
- Microsoft office, Google Drive, and a variety of video programs including Hudl
- Friendly, Positive Attitude
- Team Management

## SUMMARY

Highly-motivated employee and coach that strives to take on new challenges. Exceptional knowledge of content area with strong interpersonal skills.  
My mission is to instill and direct core values of integrity, work ethic, grit, enthusiasm, and loyalty, to nurture and develop successful student-athletes and leaders for the future.

## EXPERIENCE

Sierra Vista Unified School District - Physical Education Teacher  
Sierra Vista, AZ • 07/2019 - Current  
Physical Education & Strength Training (7-8)

- Create a balanced learning environment for all students, with an emphasis in teamwork, nutrition, and lifelong fitness
- Organize and implement lesson plans that correspond with district policy
- Design workouts based upon student and athletic program goals using knowledge of anatomy and kinesiology
- Educate on the importance of health and lifelong fitness
- Assess student performance and adjust curriculum to fit their needs
- Maintained school equipment based on shape and need
- Work collaboratively with department personnel, K-12

Head Varsity Boys Basketball Coach

- Plan and organize practices and game schedules
- Schedule off-season practices, conditioning and camps
- Monitor student-athletes' academics in order to maintain eligibility
- Educate how athletics applies to real-life applications
- Design offensive and defensive strategies to help drive players to learn the mechanics of the game
- Implement mental training strategies using positive psychology

Varsity Football Assistant; 2019

Varsity Track Assistant; 2019-2022,

Varsity Girls Soccer Assistant; 2023

- Assist the head coach with game and practice preparation
- Monitor progress of student-athletes
- Support with the development of athletes
- Coordinate with the head coach with any and all duties assigned

Minatare Public Schools - Physical Education/Activities Director  
City, STATE • 07/2012 - 05/2019

Physical Education, Strength Training, & Health Educator (7-12)

As stated in previous work experience

Athletic/Activities Director, August 2013 - 2019

- Oversee all athletic/activities programs for Minatare Public Schools
- Create, balance, and manage the athletic department budget
- Schedule games, officials, and activity workers
- Coordinate and assist with various fundraising activities
- Craft contracts for events, officials, and event workers
- Manage all aspects of events and event staff
- Communicate with the superintendent, principal, coaches, staff, parents, athletes, community members, and the media in a positive and effective manner

Head Varsity Boys Basketball Coach

- As stated in previous work experience

Lingle-Fort Laramie High School Lingle - PE/Health Educator  
City, STATE • 07/2009 - 04/2012

Physical Education/Health (6-12)

- As state in previous work experience

Head Varsity Boys Basketball Coach

- As state in previous work experience

## COMMUNITY ENGAGEMENT

- Nebraska Special Olympics/Unified Sports Program Volunteer Basketball
- Nebraska Special Olympics/Unified Sports Program Volunteer Softball