

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Highly effective at promoting learning and encouraging well-rounded development through written assignments, oral exercises and testing protocols. Well-versed in using ingenuity to diversify classroom instruction. Knowledgeable of managing, specializing in team leadership and strategic planning. Desiring to contribute to Tyson's and employee success. Energetic and genuinely interested in and respectful of all people. Passionate teaching, learning, and committed to maintaining up-to-date knowledge in this field. Trained in unique needs of all learners. Excellent communication techniques for any environment.

SKILLS

- Activity Organization
- Classroom Instruction
- Syllabus Preparation
- Educational Software
- Fundraising Documentation
- Language Instruction
- Classroom Integration
- Behavior Modeling
- Support Networks
- Effective Written and Verbal Communication
- Individual Education Plan Expertise
- Individualized Support

WORK HISTORY

07/2021 to Current **3rd Grade English Language Arts Teacher**

Department Of The Treasury – Stoneham, MA

As a first year English language arts 3rd grade teacher, I developed and issued educational content including notes, tests, and assignments. Supervised classes to ensure all students are learning in a safe, healthy and productive environment. I organized supplies and resources for lectures and presentations. I delivered personalized instruction to each student by encouraging interactive learning. Planning and implementing educational activities and events. Ensured my classroom was clean and orderly. Prepared and distributed periodic progress reports and 6 weeks and semester report cards. I scheduled and attended parent-teacher meetings. I evaluated and documented students' progress. Allocated and grading homework, assignments, and tests. I orchestrated research of In-depth knowledge of teaching methods and legal educational procedures. As a teacher, I've learned to be well-organized with and have expanded my leadership abilities and have exceptional interpersonal and presentation skills.

11/2019 to 06/2021 **Department Manager**

Macy's, Inc. – Friendswood, TX

I provided supervision in the department by assigning duties, communicating goals, providing feedback and follow-up, monitoring performance, teaching and supporting company policies and procedures, ensuring compliance, and participating in the hiring, promotion, coaching, teaching, and evaluation of associates. I supported the achievement of financial goals by managing the customer inventory flow process and planning. I provided merchandise in accordance with company policies and procedures and related laws and regulations by securing merchandise; maintaining signage; and ensuring prominent display of promotional and seasonal merchandise. I had to follow company policies and procedures for preparing, handling, packaging, labeling, and storing merchandise; operating and sanitizing work-related equipment; stocking and displaying/merchandising products; and maintaining and cleaning the department. I oversaw maintaining area of responsibility in accordance with company policies and procedures by properly handling claims and returns; zoning the area; arranging and organizing merchandise/supplies; identifying shrink and damages; and ensuring a safe work environment for staff and customers. Maintained merchandise presentation by stocking and rotating merchandise; removing damaged or out-of-date goods; setting up, cleaning, and organizing product displays; signing and pricing merchandise appropriately; and securing fragile and high-shrink merchandise. I helped provide customer service by acknowledging the customer; identifying customer needs; assisting with purchasing decisions; locating merchandise; resolving customer issues and concerns; promoting products and services; maintained a safe shopping environment; and appropriately representing and supporting the company's mission. I received and stocked merchandise/supplies from distribution centers and suppliers throughout the facility and organized and maintained facility by following company procedures; utilizing equipment appropriately; merchandising; and completing and retaining required paperwork, logs, and other documentation. I performed competition shopping in accordance with company and legal policies and procedures by utilizing appropriate equipment and tools; completing and maintaining lists and reports; and communicating changes and issues to upper management.

01/2017 to 11/2019 **General Store Manager**

Aeropostale – City, STATE

I supervised, trained, and assisted employees such as: sales representatives and retail store clerks in customer service, store maintenance and product promotions. I developed and maintained a schedule for employees and promotions centered on holiday sales and other cycles. I continually seeked ways to better promote the store, the product line and service within the store. Maintained proper inventory levels, ensured stocking, implemented purchasing plans and maintained contact with suppliers to ensure maximum efficiency in meeting sales goals. Implemented cross-training of employees and assistant managers to always maintain productivity. Managed all controllable costs with a view to maintaining profitability. I ensured the store always remained clean and presentable. I hired and trained as needed to ensure adequate personnel and hands on training to provide outstanding customer service.

EDUCATION

05/2014

Bachelor of Business Administration: Business Administration And Management

University of The Ozarks - Clarksville, AR

05/2010

High School Diploma

DeQueen High School - De Queen, AR