

# Jessica Claire

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## PROFESSIONAL SUMMARY

Focused and ambitious education professional with masters degree in Organizational Leadership in Administration and Education Leadership, experienced in helping students achieve their education goals. Talented in building lasting relationships while partnering with others to meet various objective goals. Hardworking and passionate career seeker with strong organizational skills, eager to secure position as Assistant Principal/Assistant Administrator.

## SKILLS

- Copy Preparation
- Microsoft Office
- Photoshop
- Critical Thinking
- Performance Quality Assurance
- Program Scheduling
- Time Management
- Interdepartmental Coordination
- Program Guidelines Adherence
- Mentoring
- Parent relations
- Instructional techniques
- Attendance records
- Student records management
- Marketing and advertising
- Secondary education

## EDUCATION

- M.S. Ed. Leadership K-12 Certification (ES)** | Education Leadership K-12 Endorsement 06/2021  
**Concordia University Ann Arbor, Ann Arbor, MI**
- Masters of Science** | Organizational Leadership in Administration 05/2018  
**Concordia University Ann Arbor, Ann Arbor, MI**
- Bachelor of Fine Arts** 05/2011  
**Marygrove College, Detroit, MI**
- Bachelor of Arts** | Philosophy 05/2008  
**Oakland University, Rochester, MI**

## CERTIFICATIONS

Education Leadership Certification K-12 (ES)

## WORK HISTORY

- ARTS MANAGEMENT PROGRAM DIRECTOR / TEACHER** 04/2016 to CURRENT  
**Primrose School | Fishers, IN**
  - Manage directs plans, and coordinates all activities in department.
  - Managed and executed marketing objectives, specifications, and concepts to design advertising, media, print, and upload to social networking platforms.
  - Managed and ensured project/department milestones/goals were met and adhering to approved budgets.
  - Managed biannual performance calendar and outings.
  - Trained and developed support staff.
  - Trained and oversee volunteer, students and staff for various events.
  - Managed setup and break down of events.
  - Chaperone off campus engagements, trainings and performances.
  - Research and development materials and supplies needed providing quotes and purchases.
  - Developed Created Course Curriculum and Class offerings.
  - Created and managed formative and summative assessments for students.
  - Improved success of program by making proactive adjustments to operations.
  - Developed Dance Program from ground up, laying out framework and defining roles.
  - Interviewed and hired talented Lighting artist and Dance aids with expertise in lighting, choreography and set design to increase strengths within already gifted department.
  - Resolved parent and multiple departmental issues quickly using collaboration, communication and negotiating skills, increasing student retention rate.
  - Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.
  - Orchestrated smooth and efficient program development by collaborating cross-functionally across departments.
  - Developed and organized routine and special programming by factoring in slot timing, demographics and other important parameters.
- KINDERGARTEN ASSISTANT TEACHER** 08/2016 to 08/2017  
**Charter Schools Usa | Senoia, GA**
  - Established a safe and orderly environment and a culture to empower students.
  - Worked collaboratively with school personnel to create a professional learning community.
  - Developed goals and strategies through the school improvement plan.
  - Collaborated with colleagues to mentor and support teachers to improve effectiveness of department or grade level.
  - Selected materials and developed lessons that counteract stereotypes and incorporated contributions of all cultures.
  - Welcomed differences and valued contributions of each student by building positive and appropriate relationships.
  - Incorporated life skills: leadership, ethics, accountability, adaptability, personal productivity, personal responsibility, people skills, self-direction, and social responsibility.
  - Regularly assessed students, both formative and summative.
  - Demonstrated and utilized technology with instructional media to enhance learning.
  - Work with parents and guardians to promote positive behavioral support.
  - Communicate and interact with others during academic planning and committee activities.
  - Prepared reports and maintained administrative records.
- STUDENT SERVICE COORDINATOR** 08/2015 to 08/2016  
**MEP Services / CS Partners | City, STATE**
  - Managed and demonstrated the ability to carry out transcript audits independently.
  - Managed and updated CA-60 and records required for documents of submission for level K-12 students.
  - Communicated effectively and attracted resourceful persons from the community to sponsor student activities and events.
  - Experienced in arranging student community joint ventures for promotion of the school district.
  - Managed change of student schedules and making sure the students are updated in a timely manner.
  - Worked with and coordinated with Superintendent / School Leader and upper management to convey student's concerns.
  - Scheduled student activities and programs, managed and oversee all student related events and functions.
  - Liaison between school management and students for any concerns or discussions.
  - Creation of newsletters and flyers showcasing high school activities and events.
  - Developed educational tract programs to help minimize potential dropouts and enhance re-admission of dropouts through credit recovery.
  - Supported student social, emotional and academic development.
  - Monitored curricula and course sequencing.
  - Implemented retention strategies to improve outcomes.
  - Maintained program files, records, databases and websites to gather research and prepare and submit reports to principal.
  - Conferred and resolved education-related issues and problems with students, parents and school officials.
  - Advised students on issues such as course selection, progress toward graduation and career decisions.
  - Checked on instructor lessons and communication in order to assess quality of education and assistance offered to students.
  - Planned, administered and controlled budgets and produced financial reports.
  - Analyzed instructor, student and class trends to make proactive decisions about program operations.
  - Provided information and coordinated referrals for available programs.