

Jessica Claire

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SUMMARY

Resourceful and innovative Instructional Designer with over 15 years of experience in curriculum development and e-learning for wide variety of cultural and professional backgrounds. Offering insightful analysis of content and design to create value-added learning programs that achieve desired educational outcomes. Strong communication and interpersonal skills to build relationships with stakeholders, students and assess learning needs.

HIGHLIGHTS

- Course Materials Development
- Adult Learning Principles
- Adult Learning Theories
- Student Welfare
- Career and Technical Education
- Adobe Systems Adobe Creative Cloud
- Providing Feedback
- Instructional Techniques
- Lesson Plan Guided by Technology
- Recording Equipment
- Course Development
- Communications and Media

EDUCATION

- Master of Science** | Educational Media Design And Technology 01/2011
- Full Sail University, Winter Park, FL**
- GPA: 3.75 of a maximum 4.0
- Honor Roll 2-4th quarter 2010
 - **Research Project:** The Impact of using Educational Applications on Mobile Devices to increase Student Engagement in K-12 Students
- Bachelor of Science And/with Education Degree** | Exercise Science 08/2006
- Texas State University, San Marcos, TX**
- Athletic Scholarship Recipient
 - Relevant Coursework: Computer Sciences & Mass Communications
 - Extracurricular Activities: Football, Track and Field

ACCOMPLISHMENTS

- Achieved Apple Teacher Certification by completing Apple Teacher Training Program.
- Earned Google Certified Educator Certification and Completed Course Level 1
- Completed Adobe Creative Educator Course and received certification
- Completed Adobe Visual Design Certification Photoshop
- Completed Adobe Digital Video Certification Premiere Pro
- NESID Trinity Prize Teacher of the Year 2015
- NEISD Webby Award Winner for Campus website Development 2016
- NEISD Campus Teacher of the Year 2022
- Alamo Area Alliance of Black School Educators Teacher of the Year 2022.

EXPERIENCE

- DIGITAL MEDIA AND COMMUNICATION TECH INSTRUCTOR** 06/2022 to CURRENT
- Amphitheater Public Schools | Tucson, AZ**
- Analyzed course documents, such as lesson plans, curriculum outlines, visual aids, formal assessments, and other training devices.
 - Provided subject matter expertise on all courses, materials and lesson plans.
 - Consulted with management and recommend revisions to improve training curriculum. Planned, coordinated, and designed instruction based on findings after task analysis and personal research.
 - Converted defined learning targets and performance objectives into appropriate course work.
 - Developed, reviewed, and revised instructional materials using methodologies such as individualized instruction, job performance aids, simulation and gaming, interactive video, and computer-based instruction.
 - Conducted small group and individual activities based on differentiated learning needs.
 - Developed and delivered all technical training materials for all functional areas.
 - Led learning enhancement classes focused on improving academic and people skills needed for success in workforce.
 - Reached out to vendors to evaluate available curriculums and associated materials.
 - Collaborated with administrators, and industry professionals to determine course objectives.
- CTO TEACHER** 08/2019 to 06/2022
- NEISD | City, STATE**
- Performed professional and technical duties such as: job and task analysis, needs analysis, designed instruction, established instructional criteria, developed training and products, evaluated instruction, designed and developed evaluations, and performed instructor duties. Developed and conducted professional briefings as needed for student courses.
 - Worked flexible hours during COVID-19 pandemic to provide students with opportunity to achieve their learning objectives
 - Employed variety of instructional techniques and integrated and actively used technology and media consistent with needs and capabilities of students.
 - Analyzed course documents, such as lesson plans, curriculum outlines, visual aids, tests, and other training devices. Consulted with management and recommend revisions to improve training programs under supervision.
 - Planned, coordinated, and designed instruction based on findings after task analysis and personal research with assistance. Converted or supported defined performance objectives into appropriate course work.
 - Developed, reviewed, and revised instructional materials using methodologies such as individualized instruction, job performance aids, videotape/workbook packages, simulation and gaming, interactive video-disk, and computer-based instruction.
 - Conducted and participated in small group and individual activities based on differentiated learning needs. Developed and delivered all technical training materials for all functional areas.
 - Taught specialized subject matter and motivated students to achieve maximum potential.
 - Maintained laboratory with equipment, tools and supplies to meet course needs.
 - Educated students on advanced aspects of principles of engineering to help each prepare for career in discipline.
 - Deepened student understanding of principles of engineering by utilizing group activities and special projects.
 - Adapted teaching materials and methods to develop relevant sequential assignments.
 - Identified program successes and failures based on student assessments and course reviews.
- INTEGRATED HOME SOLUTIONS MANAGER** 04/2018 to 07/2019
- AT&T Mobility | City, STATE**
- Promoted continuing education opportunities for sales team to bolster skills and add value to department.
 - Tracked pipeline data, won vs. lost opportunities and lead response times with HubSpot CRM.
 - Targeted and prospected for new business through marketing, individual creativity and innovation.
 - Closed 7 lucrative business sales deals using strong negotiation and persuasion skills.
 - Reviewed customer service agreements for terms and conditions pricing and accuracy.
 - Resolved customer issues quickly to close deals and boost client satisfaction.
 - Established and cultivated solid business relationships with new or existing customers.
 - Developed and maintained courteous and effective working relationships
 - Delivered services to customer locations within specific timeframes
- ONBOARDING SPECIALIST / JOB COACH / TRAINER** 01/2018 to 12/2018
- Compass Resource Group | City, STATE**
- Counseled clients one-on-one regarding current situation, desires, aptitudes, education and employment history.
 - Attended job fairs and visited classrooms to provide wide range of information to prospective job seekers.
 - Kept detailed records of individual histories, scores and documents.
 - Established and oversaw clear guidelines about procedures and success metrics.
 - Led workshops for job seekers to provide information on job searching, application completion and resume building.
 - Helped determine possible vocations and build application documents.
 - Worked with job seekers to determine job targets based on skills and personality.
 - Assisted clients in building successful job search strategies.
 - Maintained modern and technologically-savvy direction for operations.
 - Wrote training manuals for employees with disabilities to assist with transportation to and from work?
 - Developed and implemented updating training programs for employees and clients.
 - Analyzed company training methods and made adjustments to rectify issues, increase efficiency and exceed training goals.