

Jessica Claire

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

PROFESSIONAL SUMMARY

A goal-oriented and innovative academic leader focused on engaging with all stakeholders to meet learning objectives and drive student progress. Committed to providing empowering educational leadership and managing top-performing faculty to cultivate student rapport and promote successful education delivery. Motivated leader with top-notch communication, organizational and strategic planning abilities.

SKILLS

- Verbal and written communication
- Curriculum Development
- Student records management
- Classroom technology
- Staff Development facilitation and presentations
- Academic administration
- Relationship building and networking
- Multitasking ability
- Discipline management
- Student and parent relations
- Standardized Testing
- Documentation

WORK HISTORY

ACADEMIC UIL & TMSCA COORDINATOR 08/2018 to CURRENT

Empire Today | Houston, TX

- Implement and promote program courses, activities, and accomplishments, both internally and externally, to boost recruitment and retention.
- Communicate directly with parents, students, and staff members to achieve success for students.
- Review UIL and TMSCA materials with students and staff members to support discovering correct answers to problems.
- Organize and plan multi-district UIL and TMSCA competitions.
- Determine validity and reliability of data gathering methods.
- Analyze budget and implement financial plans for academic programs and related events.

HIGH SCHOOL & MIDDLE SCHOOL SCIENCE EDUCATOR 08/2013 to CURRENT

Callisburg ISD | City, STATE

- Collaborate with all stakeholders to provide a safe and educational experience.
- Built relationships and communicate with parents to provide the best learning environment for children.
- Differentiate instruction to meet the needs of diverse learners.
- Monitor and assess understanding of complex concepts and adjust lessons accordingly.
- Use designated student database and AWARE to document student grades.
- Communicate frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Administer standardized tests in accordance with STAAR testing programs.
- Increased STARR scores for middle school science by 40%.
- Evaluate students' academic and social growth, keep appropriate records and prepare progress reports to gauge performance.

SALLES REPRESENTATIVE 05/2007 to 07/2013

Kiser Arena Specialists | City, STATE

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Created professional sales presentations and seminars to effectively demonstrate product features and competitive advantages.
- Implemented marketing strategies and techniques, increasing revenue and customer satisfaction.
- Determined problem areas and resolved issues related to profitability and business objective achievement.
- Trained and mentored new sales representatives.

AGRICULTURAL SCIENCE TEACHER 07/2005 to 06/2007

Lewisville Independent School District | City, STATE

- Taught students about various agricultural techniques through various experiments.
- Initiated and moderated classroom discussions to facilitate dialogue and understanding of taught material.
- Participated in VATAT professional conferences to gain knowledge about latest inventions in agricultural field.
- Organized numerous agricultural fairs and competitions to provide hands-on experience and enlighten students about subject.

EDUCATION

Masters in Educational Leadership | Educational Administration 04/2021

Texas A&M University - Commerce, Commerce, TX

Bachelor of Science | Agricultural Science 08/2004

Texas A&M University, College Station, TX

CERTIFICATIONS

- Texas Principal Certification - temporary based on passed 268 (June 2021) , awaiting scores on PASL (May 2022)
- Texas 6-12 Vocational Agricultural Production Certification- current
- Texas 4-8 Generalists Certification- current
- Texas EC-12 Special Education Certification- current
- Crisis Prevention Intervention Certification- current

ACCOMPLISHMENTS

- District Mentor Teacher- Increased effectiveness of classroom teachers as evidence through their individual annual observations.
- District AWARE Software Mentor- Developed district wide professional development to increase unit and benchmark exam knowledge among educators.
- Curriculum & Instruction- Developed individual academic plans for grade level and science department. Created multiple Professional Learning Community (PLC) presentations to engage educators.
- Academic Presenter- Developed and presented a multitude of different professional development presentations on a state and national level.