

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Dedicated Special Education Paraprofessional with a background in assisting teachers with classroom activities. Knowledgeable in school safety, learning processes and individualized expression. Offering a successful career history and a willingness to develop and maintain a successful Human Resources Career.

SKILLS

- * Public Speaking
- * Record and Data Management and Utilization
- * Dispute Resolution
- * Team Management
 - Student Supervision
 - Teacher Support
 - Lesson plan implementation
 - Activity Planning
- Skills strategies
- Verbal and written communication
- Teaching and instruction
- Documentation
- Parental interaction
- IEP compliance
- Classroom management

WORK HISTORY

- 09/2019 to 08/2021 **Special Education Resource Paraprofessional**
Elgin Local Schools – City, STATE
 - Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
 - Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
 - Alerted instructor to student behavior or issues requiring intervention.
 - Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
 - Supported teacher in development of individual learning strategies.
 - Aided special education teachers in delivering important services for individuals with exceptionalities.
 - Monitored student classroom and outdoors activities to promote student safety.
 - Communicated with students, teachers, staff and parents to main effective relationships for student and program growth.
 - Increased proficiencies by attending professional developmental workshops on learning goals, classroom management, student motivation and engaging learning activities.
 - Collaborated with teacher to create customized classroom environment integral to students' needs.
 - Maintained positive attitude and affirmatively communicated with each student.
 - Assisted teachers with classroom management and document coordination to maintain positive learning environment.
 - Conducted small group and individual classroom activities with students based on differentiated learning needs while carrying out IEP goals.
 - Oversaw class of students in absence of instructor.
 - Administered tests to class and graded papers.
 - Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
 - Delivered individual services and instruction support to students and coworkers.
 - Implemented lessons initiated by teacher or related services personnel.
 - Played essential role in delivering individualized services and supporting instruction.

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 - Helped special education teachers determine specific needs for individuals with exceptional needs.
 - Maintained student-centered, supportive environment in delivering learning experiences.
 - Maintained inclusive learning environment to enable students to gain maximum benefit from lessons.
 - Offered student support through special accommodations, extra assistance and assessments.
 - Built and maintained effective communication and relationships with students, teachers, support staff and parents.
 - Prepared instructional materials for group and one-on-one use to comply with established curriculum.

08/2017 to 08/2019 **High School Front Desk Secretary**
Elgin Local Schools – City, STATE
 - Assisted in preparing district informational materials such as brochures and newsletters.
 - Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
 - Processed student registrations and withdrawals.
 - Documented attendance, grades and test scores to update permanent records.
 - Answered multi-line telephones and greeted visitors and parents to facilitate office operations.
 - Performed clerical and administrative support duties to optimize workflow procedures.
 - Participated in meetings, workshops and seminars to covey or gather information to perform functions.
 - Exercised judgment within school policy guidelines to alleviate **Job title**'s workload.
 - Composed and proofread memos, letters and reports to verify error-free communication.
 - Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
 - Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
 - Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate instructions.
 - Used **Software** to prepare various correspondence, reports and other written material.
 - Assisted coworkers and staff members with special tasks on daily basis.
 - Updated tracking spreadsheets with latest **Type** and **Type** information.
 - Created and implemented standard operating procedures for records handling.
 - Transcribed and organized information to assist in preparing speeches and presentations.
 - Found new sources for office supplies and closely monitored inventory use to cut costs by **\$Amount**.
 - Managed phone and email correspondence and handled incoming and outgoing mail and faxes.
 - Managed filing system, entered data and completed other clerical tasks.
 - Completed forms, reports, logs and records to quickly handle all documentation for human resources.
 - Maintained clean reception area to promote positive, professional environment for clients.
 - Identified and recommended changes to existing processes to improve accuracy, efficiency and quality service.
 - Continually sought methods for improving daily operations, communications with clients, recordkeeping and data entry for increased efficiency.

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 - Evaluated individual knowledge, skills and strengths and assigned team positions to maximize talent areas.
 - Cultivated community and media relations through social media and other communication channels to support program.
 - Maintained equipment, facilities and inventory to avoid accidents, mishaps and damage.
 - Stretched, warmed up and completed conditioning exercises properly to reduce injuries.
 - Worked individually with players when struggling to enhancer confidence and strengthen court skills.
 - Promoted stretching, mobility work and proper form to help athletes safely build strength.
 - Established clear benchmarks for performance and monitored individual and team progress.
 - Increased player strength, agility and game skills through successful practices.
 - Evaluated tapes of competition matches to assess strategies and plan counter approaches.
 - Developed game plans and adjusted to meet various game situations.
 - Introduced games and drills, which helped students to better develop skill levels.
 - Promoted proper stretching, warmups and conditioning exercises to prevent sports injuries.
 - Recruited student-athletes of highest caliber to elevate team performance.
 - Coordinated special events such as pre-season tryouts, training camps and special workshops to support team goals.
 - Trained athletes in proper use of equipment for safety and maximum results.
 - Educated players on nutrition and positive life choices for better health and performance.

08/2015 to 05/2019 **Track and Volleyball Coaching Positions**
Elgin Local Schools – City, STATE
 - Implemented exercise programs and training strategies to bolster individual and team performance.
 - Prepared athletes for special competitions and tournaments.
 - Demonstrated proper technique for spiking and serving ball at observance of team players.
 - Educated individuals on proper eating and sleep habits, which would prove helpful during stressful times like competitions.
 - Held special events to promote camaraderie among teammates, families and community members.
 - Motivated athletes to become stronger, more agile and more effective through training habits and proper nutrition.
 - Coordinated with parents, boosters and other resources to meet team needs involving equipment and travel arrangements.

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08/1999 to 05/2006 **Human Reproduction Teacher**
Marion Adolescent Pregnancy Program – City, STATE
 - Developed quizzes, exams and projects to test undergraduate students' knowledge and understanding of subject matter covered in classes.
 - Maintained student attendance records, grades and other required records to meet departmental standards and monitor student progress.
 - Engaged students by encouraging participation in class and sharing thoughts on subjects under discussion.
 - Identified key semester topics, developed class syllabi and discussed objectives with students.
 - Kept abreast of developments in field by reading current literature, talking with colleagues and participating in professional conferences.
 - Conducted educational and engaging lectures centered on such topics as ethics, critical thinking and contemporary moral issues.
 - Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
 - Received and processed stock into inventory management system.
 - Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
 - Maintained energy and enthusiasm in fast-paced environment.
 - Led projects and analyzed data to identify opportunities for improvement.

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 - Used coordination and planning skills to achieve results according to schedule.
 - Served customers in a friendly, efficient manner following outlined steps of service.
 - Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.

EDUCATION

- 12/1996 **Bachelor Of Arts: Psychology**
Otterbein College - Westerville, OH