

Jessica Claire

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

PROFESSIONAL SUMMARY	<p>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.</p>
SKILLS	<ul style="list-style-type: none">Verbal and written communicationCurriculum DevelopmentStudent records managementClassroom technologyStaff Development facilitation and presentationsAcademic administrationRelationship building and networkingMultitasking abilityDiscipline managementStudent and parent relationsStandardized TestingDocumentation
WORK HISTORY	<p>ACADEMIC UIL & TMSCA COORDINATOR 08/2018 to CURRENT</p> <p>Empire Today Houston, TX</p> <ul style="list-style-type: none">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. <p>HIGH SCHOOL & MIDDLE SCHOOL SCIENCE EDUCATOR 08/2013 to CURRENT</p> <p>Callisburg ISD City, STATE</p> <ul style="list-style-type: none">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. <p>SALES REPRESENTATIVE 05/2007 to 07/2013</p> <p>Kiser Arena Specialists City, STATE</p> <ul style="list-style-type: none">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. <p>AGRICULTURAL SCIENCE TEACHER 07/2005 to 06/2007</p> <p>Lewisville Independent School District City, STATE</p> <ul style="list-style-type: none">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	<p>Masters in Educational Leadership Educational Administration 04/2021</p> <p>Texas A&M University - Commerce, Commerce, TX</p> <p>Bachelor of Science Agricultural Science 08/2004</p> <p>Texas A&M University, College Station, TX</p>
CERTIFICATIONS	<ul style="list-style-type: none">Texas Principal Certification - temporary based on passed 268 (June 2021), awaiting scores on PASL (May 2022)Texas 6-12 Vocational Agricultural Production Certification- currentTexas 4-8 Generalists Certification- currentTexas EC-12 Special Education Certification- currentCrisis Prevention Intervention Certification- current
ACCOMPLISHMENTS	<ul style="list-style-type: none">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.