

JESSICA CLAIRE

d DEI Coord

Exceptional written and verbal communication skills in addition to over ten years of experience in administrative and technological management. Demonstrated the ability to train peer employees in database systems to optimize marketing, record keeping, and donor lists. Lead in systems launch and serve as systems administrator for database and record keeping programs with strong ability to communicate

Effectively manage systems, train and serve as system administrator for database and records keeping programs while staying attuned to communicate effectively with donors, staff, and clients. Head of DEI Committee, responsible for coordinating and executing Diversity, Equity, and Inclusion initiatives across the organization as well as creating and conducting DEI training for full-time and seasonal staff as well as Board members.

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**SKILLS**

- Reports generation and analysis
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- Supply replenishment
  - File/records maintenance
  - Time management skills
  - Computer proficient
  - Contract negotiation/review/drafting
  - Website Management
  - G suite Administrator
  - Quickbooks
  - Salesforce
  - Timeline management
  - Testing and debugging
  - Compliance and regulations
  - Oral and written communications
  - Databases
  - WordPress proficiency
  - Peer training
  - Excellent problem solving skills
  - Process improvements

- Create, coordinate, and execute organization-wide and Board Div.

- Maintain computer Anti-virus and
- Liaison with Board and Executive

- Chair of Diversity, Equity, and Inclusion Committee.
  - Coordinate DEI meetings, trainings, formal proposals, and implementation of approved proposals.
  - Update Foundation webpages using WordPress.
  - Conduct monthly enrollment and financial reports and analyses of trends.
  - Manage supply orders and maintenance of office equipment taking into account budgetary considerations. Create and manage office budget.
  - Register approximately 600 clients and maintain an electronic health and registration record system including over 1200 payments for a season.
  - Reconcile various account streams of income for each season with Quickbooks.

Graduate Teaching Assistant, 01/2006 - 01/20

**University At Buffalo – City, STATE**

- Designed and executed detailed lesson plans for weekly class meetings on topics related to global civilizations.
  - Coordinated weekly classroom discussions in three recitation sections composed of approximately twenty students each.
  - Prepared and presented lectures for an undergraduate audience of over 200 students.
  - Graded exams and papers, as well as maintained the grade book for approximately 70 students.

Fields of Study: Atlantic World, Black Atlantic, Co

- Dissertation: Urban Slavery in Charleston

MAT : Secondary Social Studies Education, 2006

- University of North Carolina - Wilmington, NC**

**University of North Carolina Wilmington - Wilm**

- Thesis: "The French Colonial Question and t

**B.A.: History, Ancient and Medieval Studies, 1998**  
**University of North Carolina at Chapel Hill, Chapel Hill**

University of North Carolina at Chapel Hill - Chapel Hill, NC

- Completed Racial Equity Institute Training Phases 1 and 2.
  - Attended NCAIS Diversity and Inclusion Conference 2018, 2019.
  - Salesforce Trailhead Training.
  - Process Improvement
    - Created new departmental procedures manual.
    - Assessed organizational training needs.
  - Competitive Analysis
    - Performed competitive analysis to make recommendations for future company growth.
  - Awarded doctoral fellowship at University at Buffalo, 2006-2010.
  - Academic scholarship at University of North Carolina at Chapel Hill.
  - Presented papers at academic conferences.
  - Awarded Plesur fellowship for dissertation research and writing on urban slavery in Charleston, SC for 2010-2011 academic year.