

Fiona Jennifer

CLASSROOM TEACHER / PLANNING AND POLICY SPECIALIST



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Chicago, Illinois, US



www.linkedin.com/in/fiona

Skills

- Undertake school self evaluation
- Write School Improvement Plan
- Using SPSS data processing software
- Writing and researching education policies
- Microsoft Office
- Teamwork

Hobbies

Reading historical novels

Decorating

DIY projects

Referral

Principal - Winston High School

Mrs. James Smith
Tel: 101-203-2456

Principal Redwood Primary School

Mrs. Kera Millear
Tel: 102-345-6475

Summary

Equipped with the knowledge to make an indelible mark in the field of education outside of the classroom. I am an educator with 14 years of teaching experience looking for a new challenge in the education sector. I am interested in education planning and policy as a consultant, analyst or policymaker. I am a team player, with a willingness to learn and improve skills to accomplish the goals of the organization.

Experience

Classroom Teacher

Grace Valley Experimental School *Sep 2005 - Present*
(2005- 2019) Classroom Teacher

In charge of the general teaching, learning and social experiences of my students. Knowledge of early childhood and primary curriculum up to grade six. Sit on committees for events planning, Jamaica Day, Read Across Jamaica Day, canteen meal planning, Reading Fair, Mathematics department and Language Arts department. An active member of the 4H and Visual Arts Club, with gold, silver and bronze pieces.

Volunteer and Consultant

Techwood Primary School *Sep 2013 - Present*

Work in tandem with the school's principal to undertake school self-evaluation, school improvement plan and action plan. Develop and revise safety and security policy, school operational policy, sexual harassment policy, student handbook and plan workshops.

Education

Masters in Education Planning and Policy

Illinois Institute of Technology *Sep 2017 - Oct 2019*

This course has equipped me with the skills to undertake in-depth needs analysis at a strategic level, articulate and develop policy options informed by empirical research and how to implement a coherent set of educational plans and policies for organizational sustainability

Bsc. Primary Education

Arizona State University *- Jul 2017*

Specialised in Primary education subject

Certificate Career Coaching

Udemy *- Present*

Successfully completed and obtain certificate in career coaching