

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Talent management
- Training and mentoring
- Differentiated instruction
- Training material development
- Classroom expertise
- Digital Tools
- Communication
- Candidate tracking
- Salary and benefits negotiations
- Applicant Tracking Systems
- Recruitment
- Organization and Time Management

## WORK HISTORY

### **Human Resources: Talent Acquisition**, 05/2020 - Current

**Altabancorp** – Provo, UT

- Develop communication and marketing plan and leverage talent acquisition tools, resources and campaigns to source and attract top talent.
- Act as brand ambassador to educate candidates on culture, career growth, benefits and advantages of working for company.
- Evaluate resumes, interview and present qualified candidates to hiring managers and solicited feedback to refine recruiting strategy.
- Create onboarding solutions to tailor options for hourly and professional hiring needs.
- Optimize sourcing networks and used proactive methods to direct source candidates.
- Analyze recruiting metrics to share reports and recommendations with stakeholders.
- Handle new-hire orientation and basic recruiting tasks for best-in-class talent identification
- Leverage employee referrals, direct sourcing, Internet applications and recruitment agencies to source candidates for positions.

### **Loan Officer**, 05/2019 - 05/2020

**Fullbloom** – Norfolk, VA

- Monitored pipelines to track and log status of loans.
- Handled customer complaints with relative ease by conducting research, listening carefully and taking appropriate action.
- Explained very technical financial information to applicants in easy to understand language.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Determined needs, delivered solutions and overcame objections through consultative selling skills.
- Used CRM software to maintain detailed contact logs and account records.

### **Educator Consultant**, 01/2015 - 01/2019

**Region 10 ESC** – City, STATE

- Continuously delivered top-quality training documentation, manuals, and tools addressing needs of specific specialists groups such as Classroom Teachers, Campus Administrators, and District Administrators.
- Delivered private instruction to adult learners in variety of fields on leadership development, professional writing, business communication and delivery of proposals and presentations.
- Created curricula, research topics and conceptualized course format, subject matter, and presentation.
- Teamed with subject matter experts in evaluation and revision of training tools in order to continually improve learning platforms.
- Designed, implemented and managed successful training programs to meet department and school needs.
- Targeted diverse learning modalities in development of new course content and training programs.
- Effectively implemented best training practices and adult learning principles in planning and creation of instructional materials.
- Designed course materials and support implementation.
- Collaborated with administrators to determine course objectives.
- Provided subject matter expertise on all courses, materials and lesson plans.

### **Guest Teacher / Mentor Teacher**, 01/2015 - 05/2018

**Uplift Education** – City, STATE

- Promoted positive learning environment in classrooms for students in grades 6 to 8.
- Provided instruction for students in core subject areas.
- Diversified classroom instruction and group activities to successfully support students with unique strengths and learning styles.
- Integrated existing and new technology into classroom to help provide creative and fun learning environment.
- Administered standardized assessments with strict requirements and documented information in permanent records.
- Kept accurate and current attendance records and assignment sheets to maintain file compliance.

### **Instructional Coach**, 08/2007 - 12/2014

**Academy Of Dallas Charter School** – City, STATE

- Met diverse student population needs by planning and implementing lessons with wide variety of teaching strategies.
- Coached teachers to improve practices through professional development and modeling instructional strategies.
- Reviewed formative and summative data and information from diagnostic tests to accurately assess students.
- Developed staff members' attitudes, skills, and knowledge through various professional development targeted topics.
- Analyzed student data, diagnosed instructional needs and identified research-based instructional strategies.
- Built and maintained positive relationships with students, parents, colleagues and administrators.
- Worked with students in classrooms or home environments to provide educational support.
- Coordinated parent meetings, discussing student progress and developing individualized solutions to areas of concern.
- Provided one-on-one and small group instruction to over 100 students falling behind in foundational skills.
- Provided early intervention assistance to struggling students.
- Integrated technology into sessions to further enhance student learning.
- Created special handouts, study guides and enrichment materials to boost student knowledge.

## EDUCATION

### **Bachelor of Science: Mathematics**

**Almeda College** - Boise, ID

### **in Progress: Liberal Arts And General Studies**

**Western Governors University** - Salt Lake City, UT

## ACCOMPLISHMENTS

### IDEA

SIOP, TALA, & TMSFA

TELPAS Rater

TXCSS Member, Seminar Facilitator

TEKS, STAAR, STAAR PLD Committees (Math 5th - 8th)