

# JESSICA CLAIRE

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- 📍 Montgomery Street, San Francisco, CA 94105

## CORE QUALIFICATIONS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## EDUCATION AND TRAINING

Tarrant County College  
May 2011

Northern Arizona University  
*Employee of the Month  
Educational Support Services  
Department February 2010  
AmeriCorps VISTA: Most  
Inspirational Employee December  
2009*

Elon University  
Elon, NC • 2009  
*Bachelor of Arts: International  
Studies  
International Studies*

Alamance County Community  
College  
*Presidential Scholar; Resident  
Assistant- RA of the Month  
February 2007 and October  
2006; Global Experience  
Program: Costa Rica 2008 with  
internship, Winter Term: Paris  
2007, London 2006; Elon  
Volunteers: Boys and Girls Club*

## CERTIFICATIONS

## SUMMARY

Dedicated and enthusiastic professional with over four years' experience in education. Proven expertise in establishing rapport and building trust among students, parents, administrators and community members. Possess strong communication skills and ability to partner across departments within and outside of an organization to meet the needs of students. Motivating students School improvement committee Interactive teaching/learning Interdisciplinary teaching Innovative lesson planning Effectively work with parents

## ACHIEVEMENTS

## PROFESSIONAL EXPERIENCE

State Of Kentucky - Bilingual Language Arts Sixth Grade Teacher  
Eddyville, KY • 08/2014 - Current

- Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials and build community within the classroom Participate in the development of intervention plans for students within the classroom setting, during MVP time (tutoring hour) as well as after school tutoring Oversee Read 180 program participants and monitor their progress as part of their intervention strategy Implementation of newer educational technology programs in order to teach students new techniques to use within their presentations to showcase their knowledge some examples include: Prezi, Storyboard That, Edmodo, Thinglink, and others Participate in district Community Ambassador program and campus improvement committee.

Common Spirit - Bilingual Substitute Teacher  
Laveen, AZ • 01/2014 - 05/2014

- Worked in elementary schools and substitute several classroom programs inclusive of: Early Childhood-6 mainstream, Spanish Immersion, Bilingual (Spanish) Early Childhood-6, and Special Education.
- Provided key support for teachers on leave.

Buffalo-Hanover-Montrose Schools - Bilingual 4th Grade Teacher  
Buffalo, MN • 07/2013 - 01/2014

- Developed and implemented plans inclusive of: following Independent Education Plans (Special Education), Gifted and Talented curriculum, and mainstream English/Spanish language arts, writing and history Analyze data to plan and implement appropriate instruction to reflect accommodations for individual students Cooperate with other members of the staff in planning and implementing instructional goals and objectives Establish and maintain open lines of communication with students and their parents Participate in a wide range of district and campus professional development to include: Gifted and Talented coursework, wide range of education technology applications, as well as Love and Logic training.

Tarrant County College - Student Development Assistant  
City, STATE • 04/2011 - 07/2012

- Coordinated community tours for prospective students, families and community visitors Created data intensive reports based on TAKS/STAAR test results for local feeder schools for supervisor to present to upper administration Collaborated with the FWISD Vital Link program to create a summer college exploration/ internship program for local middle school students.

Northern Arizona University - Academic Advisor/ Spanish Instructor  
City, STATE • 06/2010 - 07/2010

- Assisted students one-on-one with college preparation assignments such as: career exploration, school selection, resume writing, and letters of recommendation Taught students hybrid course: Introduction to Spanish and Hispanic/Latin American Studies.

Northern Arizona College Resource Center Arizona University - Program Coordinator  
City, STATE • 07/2009 - 07/2010

- Oversaw the development of a start-up organization Managed a \$200,000 federal Gear up grant Utilized research based best practices to create community workshops for parents and students as well as developed staff and advisor manuals Developed community partnerships and presented NACRC to organizations Received promotion from AmeriCorps VISTA position.

Orme School Of Arizona - Math Teacher  
City, STATE • 01/2009 - 05/2009

- Taught beginner English grammar and literature, World History and TOEFL Prep to international students Tutored Algebra and was promoted to remedial math teacher position Advised international students and tutored Spanish.

## COMMUNITY INVOLVEMENT

## AFFILIATIONS

Association of Texas Professional Educators (ATPE) LANGUAGES English and Spanish

## SKILLS

arts, English, instruction, Latin, letters, Logic, materials, math, presentations, progress, promotion, Read, research, Spanish, Spanish language, strategy, supervisor, teacher, tutoring, VISTA, workshops