

JESSICA CLAIRE

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SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

SKILLS

- Training and coaching
- Staff and educator guidance
- Standardized testing and scoring
- Student performance data
- Teaching and learning assessments
- School culture
- Data-driven instruction
- Team collaboration

EXPERIENCE

Testing Coordinator, 06/2017 - 06/2020

Texas Health & Human Services Commission – Port Lavaca, TX

- Monitored testing area and equipment to minimize variables.
- Reported test results to inform management and improve production processes.
- Recruited and trained testing team members.
- Assigned specific tasks to individual team members and evaluated performance.
- Collaborated with various departments to support and establish programs, lessons and student activities.
- Cultivated positive relationships with parents and staff to facilitate school operations and student success.
- Enforced school rules for attendance, discipline and honesty.

High School English Teacher, 08/2012 - 06/2017

Polk County Schools – Washington, DC

- Attended professional development training to improve knowledge and skills.
- Tutored students requiring additional assistance in grammar and reading comprehension.
- Tested students on concepts taught in class to determine comprehension levels.
- Evaluated students' comprehension of lessons through relevant test questions.
- Repeated key lesson information to teach grammar and help students grasp concepts.
- Integrated technology into classroom settings to engage students and diversify instruction.
- Assessed student performance, behavior and social development and devised improvement strategies for struggling children.
- Established and enforced clear class objectives and requirements to promote consistent education for students.
- Identified online resources to complement traditional course materials and aid in student learning.
- Handled disciplinary problems with calm and poise and reported escalating issues to principal.
- Developed class learning plans to meet district and state requirements for instruction.
- Taught essay writing classes to prepare students for college-level writing.
- Prepared informative classroom lectures on literature, poetry and historical authors to engage and educate students.
- Encouraged student critical thinking and discussion using variety of teaching techniques.
- Employed wide variety of fiction and non-fiction textual materials to encourage students to read independently.
- Created and implemented lesson plans, modifying for differences in student learning styles.
- Designed challenging course to meet academic, intellectual and social needs of students.
- Incorporated reading strategies to inspire confidence and demonstrate fluent reading skills.
- Led general English, literature and creative writing classes during semester.
- Conducted multiple assessments in compliance with district and state requirements to monitor and increase reading and writing skills.
- Contributed to significant increase in student achievement on standardized testing for English comprehension by previewing test sections with students.
- Urged students to choose books based on interests to boost reading frequency and engagement.
- Raised average scores on STAAR exams through goal-setting and improved study habits.

Office Manager, 07/1998 - 08/2012

Afiniti – South Windsor, CT

- Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
- Maintained impeccable office organization to support efficiency, professionalism and performance objectives.
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
- Administered payroll and maintained proper documentation of employee personnel.
- Coded and entered daily invoices with in-house accounting software.
- Monitored payments due from clients and promptly contacted clients with past due payments.
- Used judgment and initiative in handling confidential matters and requests.
- Wrote professional business correspondence to maintain strong line of communications.
- Supervised company transitions, system conversions and office moves.

Elementary Classroom Teacher, 08/1990 - 05/1998

South Windsor Public Schools – City, State

- Maintained positive classroom environments by reinforcing rules for behavior and relationship-building actions.
- Maintained safe, clean and organized classroom environment.
- Attended in-service training and professional development courses to stay on top of policy and education changes.
- Involved parents in student education by cultivating strong relationships.
- Taught students subject-specific material, learning strategies and social skills.
- Established and communicated clear learning objectives to foster student progress and academic performance.
- Offered hands-on learning opportunities to develop student self-esteem and life skills.
- Improved student engagement by implementing student-centered classroom management techniques to foster academic curiosity.
- Instructed students in standardized subjects as well as general learning strategies and skills for social development and character.
- Helped students learn to persevere with challenging tasks and build resilience for later educational efforts.
- Administered and graded class tests to evaluate student progress and comprehension.
- Administered tests and assessed results to evaluate student understanding of material.
- Referred to district standards to plan lessons and prepare students to take standardized assessments.

EDUCATION AND TRAINING

Bachelor of Science: Elementary Education, 12/1985

Laredo State University - Laredo, TX