

JESSICA CLAIRE

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Professional Summary

- Upbeat future Elementary Teacher devoted to promoting student learning and enhancing individual potential. Skillful in directing classroom environments and enhancing student behavior through positive and forward-thinking approaches. Caring relationship-builder with analytical mindset and good decision-making skills.
- Energetic Educator driven to continue to learn and grow professionally. Understands and implements new technologies and teaching strategies. Excellent at working with different learning styles.
- Elementary Teacher with over 10 years of successful experience in teaching and leading. Recognized consistently for performance excellence and contributions to success in the Education industry.
- Enthusiastic Educator eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in the Education field.

Skills

- Flight record maintenance
- Flight plan development
- Aircraft mission dispatch
- Aviation operation systems
- Flight records management
- Weather report interpretation
- Aircraft emergency protocols
- Interpersonal Communication
- Good listening skills
- Aircraft operations procedures
- Data management
- Flight log updates
- Student Progress Reporting
- Teaching
- Differentiated Instruction
- Early Childhood Education
- Lesson Planning
- Student records management
- Professional caregiver
- Performance improvement
- Classroom management
- Child development
- Group and individual instruction

Work History

Aviation Operations Specialist, 05/2013 to Current

Freeport School District 145 – Freeport, IL

- Transmitted flight plans and arrival reports to flight and air traffic control centers.
- Maintained flight logs on incoming and outgoing flights and individual flights.
- Created and implemented filing and organization practices for documents, reports, and calendars.
- Supported operations by managing professional communications, tracking data and managing records.
- Adhered to safety procedures when managing logistics for pilot and ground crew.
- Maximized efficiency by training new employees on company procedures and best practices.
- Monitored airfield duties and personnel to make proactive changes to procedures, workflows and task responsibilities to maintain operations targets.
- Maintained flight and events logs, aircrew flying records and flight operations records of incoming and outgoing flights.
- Posted and interpreted weather reports and decoded sequence reports.

Preschool Teacher, 08/2012 to 05/2013

The Children's Workshop – Providence, RI

- Educated students in foundational concepts such as shapes, numbers and letters.
- Fostered reasoning and problem solving through active exploration games and activities.
- Gave one-on-one attention to children while maintaining overall focus on entire group.
- Organized and facilitated monthly parent support group meetings.
- Allowed for ample outdoor discovery time in schedule each day.
- Applied play-based strategies, including crafts and games, to provide diverse approaches to learning.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Monitored students' academic, social and emotional progress and recorded in individual files.
- Used classroom observations to create written assessments of student performance.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Promoted sensory development by providing access to different textures.
- Nurtured supportive learning environment, often used as model for other classrooms.
- Assisted and supervised 12 children through entire school day.

Toddler Lead Teacher, 08/2011 to 08/2012

Baby World Childcare – City, STATE

- Continually kept abreast of toy and child-related recalls and safety warnings.
- Applied play-based strategies, including crafts and games, to provide diverse approaches to learning.
- Maintained child-friendly environment with access to outdoor activities.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Allowed for ample outdoor recreation time to support physical development.
- Instructed children in health and personal habits, such as eating, resting and toileting.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Assessed babies and toddlers against established early childhood developmental milestones, preparing monthly progress reports for each child.

- Promoted sensory development by providing access to different textures.
- Implemented curriculum to enhance classes with learning-focused activities.
- Engaged with children on individual basis to build positive relationships and promote learning.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Monitored students' academic, social and emotional progress and recorded in individual files.

Student Teaching Intern, 05/2010 to 07/2010

Albany Technical College – City, STATE

- Prepared quizzes, tests and examinations to gauge how well students were learning.
- Assisted students of all ability levels develop life-long learning skills and good study habits.
- Assessed and looked after 12 students by working closely with staff and efficiently planning and coordinating work.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Administered assessments to determine each student's specific educational and social needs.
- Completed and filed daily paperwork for classroom activities, including meal count sheets and attendance logs.
- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.
- Participated in department meetings to provide input to colleagues about student achievement and improvement.
- Developed and implemented classroom routines to address varying student needs.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.
- Created and developed lesson plans according to students' academic needs, including both group and individual work.

Education

Associate Of Applied Science: Early Childhood Care And Education, 06/2011

Kaplan University - Davenport, IA

- Graduated magna cum laude
- Graduated with 3.92 GPA

Master Of Education: Elementary Education

Elizabeth City State University - Elizabeth City, NC

Certifications

- Certified Child Development Specialist, Albany Technical College- March 2010