

JESSICA CLAIRE

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

Summary

A reliable, creative, passionate, studious, organized, and honest person with the ability to think "outside the box" to quickly adapt to new and challenging situations. Able to handle stress and effectively manage multiple tasks. A caring and patient person who is willing to devote personal time to my students and fellow teachers to ensure their success.

Skills

- Instructor
- Mentoring
- Modeling
- Planning and coordination
- Organizational skills
- Troubleshooting
- Working collaboratively
- Flexible
- Team management
- People skills
- First Aid/CPR
- Friendly, positive attitude
- Work ethic
- Critical thinking
- Training & Development
- Creative

Experience

Head of Science, 07/2006 to Current

Oura – San Francisco, CA

- Developed curriculum and designed guides for all logic school and non-AP rhetoric school courses, based on the Texas TEKS and National Science Standards.
- Conducted annual reviews of all curriculum guides.
- Active role in pursuing, evaluating, and hiring science teachers in 6-12th grade.
- Establish and lead continuing education courses to enhance science practices for science faculty.
- Designed laboratory/classrooms for all 6th-12th grade courses.
- Led instruction on classroom management and affective teaching strategies to new hires (all subject areas).
- Ordered and maintained budget for all science classroom supplies in both logic and rhetoric school courses.
- Improved student educational plans by advising on course selection, progress plans and career decisions.
- Collaborated with teachers to understand and improve classroom conditions.
- Advised students on issues such as course selection, progress toward graduation and career decisions.
- Juggled multiple projects and tasks to ensure high quality educational delivery.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Created agendas and communication materials for team meetings.

Instructor, 07/2006 to Current

John Deere – Des Moines, IA

- Current instructor of AP Biology, Anatomy & Physiology, and Applied Anatomy.
- Past courses taught – Issues in Science Bio-Ethics, pre-AP Chemistry, pre-AP Biology, Physics, 7th grade Life Science, and 6th grade composite Physical and Earth science.
- Established inquiry based scientific investigations.
- Utilized advanced modeling skills to teach complex biological processes.
- Implemented historical and social ethical issues as impacted by scientific discovery.
- Established field experience and annual field trips to further enrich the classroom.
- Coordinator of student athletic training program.
- Uploaded online lessons and tools for students to use in studies.
- Developed guides and course materials to reinforce lecture information and help students learn.
- Conducted tests and quizzes to evaluate student progress with course material.
- Researched and developed innovative learning methods to optimize learning processes.
- Tutored students requiring additional instructional assistance after class.
- Built rapport with students and parents to increase academic success and parent engagement.
- Observed and evaluated student performance and development and provided appropriate feedback on work.
- Observed other instructors to learn valuable techniques.
- Participated in workshops and trainings to improve skills and learn new methods for classroom instruction.
- Mentored and counseled students with social adjustment and academic issues.

Curriculum Developer, 05/2020 to 10/2020

Fortinet Inc – Rochester, NY

- Developed lesson for Protein Starter kit.
- Created digital learning format for distance education.
- Presented at 2020 National Science Teacher Association conference for continuing education of science teachers across the country.
- Worked closely with technical specialists in modernization of training materials.
- Expertly applied latest teaching tool and classroom methodologies.
- Developed curriculum and learning materials to increase comprehension.
- Defined and articulated learning outcomes, including measurements, performance metrics and changes to improve student learning.

Instructional Designer, 07/2013 to 04/2014

Lessonbee – Mount Vernon, NY

- Created monthly lessons for Biology curriculum enhancement.
- Identified National Standards addressed in lessons that coordinated to kits available through Carolina Biological.
- Designed 9 new courses to meet Biology classroom instructional needs.

Education and Training

Master of Science Degree: Curriculum Instruction – Science, 01/2018

Concordia University - Portland, OR

- Magna cum laude graduate

Bachelor of Science Degree: Secondary Education - Science, 05/2000

University of North Dakota - Grand Forks, ND

- Cum laude graduate

Bachelor of Arts: Exercise Physiology, 05/1994

Bemidji State University - Bemidji, MN

- Cum laude graduate

Professional Memberships

National Association of Biology Teachers

Texas Association of Biology Teachers

National Association of Science Teachers