


JESSICA CLAIRE

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

SKILLS

- Teaching Method Adaptations
- Teacher and Administrator Collaboration
- Computer Proficiency
- Problem Solving
- Volunteer Work Coordination
- Exploratory Learning
- Progress Tracking and Reporting
- Facilitating Online Learning
- Experience with Diverse Student Populations
- Communicating with Parents and Teachers

EDUCATION AND TRAINING

The National University of Colombia
Bogota, Colombia. • 03/2008
Bachelor of Science: Agricultural Engineering

CERTIFICATIONS

Certifies in Teaching area:

- Great Days with kids, Curriculum and Lesson planning. 5 hours. online, www. Carecourses.com. 2021.
- CPR,AED and Basic First Aid. American Safety and Health Institute. 2021.
- Child Development Associate (CDA), Credential Assessment Preparation / 30 hours, Montgomery College - 2019.
- Understanding Each Other: Communication with Families, Staff, and your community. Online . 9 hours. www. Carecourses.com. 2019.
- Medication Administration Training. Montgomery College. 2019.
- Child Growth and Development and Planning Curricula. 90 Hours. Montgomery College. 2019.
- Social emotional Development. 6 hours. Montgomery College. 2019
- Including All Children and the ADA. Course in Special Needs. 3 hours. Montgomery College. 2018.
- Basic Health and Safety Training.5 hours. Maryland State. Department of Education. 2018.
- 45 Clock hour Infant/Toddler Course, Course Methods, and Materials. Institute Infantil, 2018.

Certifies in Agricultural Engineer area:

- New trends in trade agreements in Latin America. Inter-American Development Bank (IDB). 2016
- Training of Internal Auditors. Quality and Environmental Management. Asocolflores. 2012
- Sanitary and phytosanitary regulation in the post-harvest area. Elite Flowers. 2012
- Factors affecting post-harvest quality and longevity of flowers. 2012
- Database design and handling. Elite Flowers. Information Technology - Elite Flowers workshop. 2012
- Environmental Management in the Integrated Cut Flowers Production System. Asocolflores. 2011
- Phytosanitary regulations. Colombian Agricultural Institute (ICA). 2010
- Workshop on Plant Health Issues in the flowers Industry, 2010
- Safe handling of chemicals. Bayer Crop Science. 2009
- International Forestry Congress. ICA. 2009, and 2008
- X Flowers Congress. Bogota, Colombia. 2007
- Plant Nutrition and Fertigation Seminar. National University of Colombia. 2007
- Agriculture Extension Seminar. National University of Colombia. 2007

SUMMARY

Preschool Teacher with a bachelor’s degree in Agricultural Engineer with more than 4 years of experience teaching and planning and implementing classroom instructional programs. Passionate about maintaining well-balanced and encouraging learning environment. Patient and understanding team player dedicated to supporting school mission and student success. Dedicated to monitoring student progress and maintaining schedules, collaborative teaching and comprehensive student support.

EXPERIENCE

Spring Education Group - Preschool Teacher

Westerville, OH • 08/2018 - 08/2022

- Implemented hands-on, play-based strategies for experiential learning.
- Administered and documented results of student assessments.
- Identified children in need of extra support for emotional, health-related or developmental concerns and conceived improvement strategies.
- Adapted instructional techniques according to student learning styles and progress.
- Developed professional relationships with parents, teachers, directors and therapists.
- Collaborated with colleagues on developing new classroom projects and monthly themes.
- Incorporated science, music, art and theater into lesson planning.
- Met with parents to discuss child behavior and academic progress.
- Set guidelines for teacher performance and lesson planning and oversaw compliance with established procedures.
- Recognized early signs of emotional or developmental problems in children.
- Created and implemented developmentally appropriate curriculum addressing learning styles.

Import Export Associate-Interamerican Develop Bank - Senior Consultant - Plant Health Consultant

City, STATE • 05/2017 - 06/2018

- Collected, and analyzed the non-tariff requirements for import into the United States, Colombian agricultural products.
- Prepared and delivered the information in the format requested by the database developers
- Used clients' requirements to develop targeted solutions to fit specific needs.
- Researched business topics and completed analysis.
- Established quality standards and performed work according to project schedules.
- Recommended enhancements and updates to system software based on user’s feedback.
- Conducted formal presentations to inform senior-level audiences.

International Cotton Advisory Committee, ICAC. - Executive Assistant (Temporary Position).

City, STATE • 06/2015 - 08/2015

- Supported the ICAC Director in administrative tasks including document traceability, record management, and database updates.
- Revised and maintained master calendar to coordinate meetings across multiple time zones.
- Opened, read and replied to e-mails, letters and correspondence on behalf of executives.
- Set up meeting and event logistics for senior management and updated calendars.
- Conducted research and collected and analyzed data to prepare reports and documents.
- Facilitated board meeting agendas and distributed support materials in advance for successful sessions.
- Entered customer information and updates in database system to track leads, interactions, relationships and propel sales opportunities.
- Managed daily invoices, reports and proposals.

The Elite Flower Farmers - Sanitary and Phytosanitary Post-harvest Director

City, STATE • 05/2011 - 12/2013

- Designed, implemented, and supervised phytosanitary programs, from production to post-harvest, aimed to fulfill international quality standards.
- Designed and supervised Integrated Pest Management (IPM) programs.
- Planned and supported plant breeding studies at experimental stations to develop and improve varieties.
- Supervised crop production and fertilizer and pesticide applications to evaluate phytosanitary performance indicators, keep traceability, and implement corrective actions for improving the production system.
- Developed and delivered relevant educational programs to operative and administrative staff.
- Managed the post-harvesting area, specifically the phytosanitary personal and budget.
- Prepared internal and external audits.

Colombian Agricultural Institute, ICA. - Specialized Professional.

City, STATE • 08/2008 - 05/2011

- Designed and coordinated sanitary and phytosanitary strategic plans for the flower and forestry production areas located in the Cundinamarca region.
- Ensured that Colombian producers fulfilled phytosanitary regulations settled by the different national and international plant protection organizations.
- Implemented Integrated Pest Management strategies to prevent the spread of pests in the region.
- Developed and implemented rural extension programs for companies and farmers.
- Communicated constantly with government officials and international plant-health agencies to continue working on the sanitary and phytosanitary state of the region.
- Administrated annual budget and trained staff.

LANGUAGES

Spanish:	English:
Negotiated:	Negotiated: