

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th
Floor

EDUCATION AND TRAINING

Metropolitan College of New York
BRONX, NY • 2017

Master of Public Affairs &
Administration

The College of New Rochelle
BRONX, NEW YORK • 2016

Bachelor of Arts: Psychology/
Social Science
Magna Cum Laude

SKILLS

- Proficiency in Word, Excel and Powerpoint
- Project Manager for Special Projects
- Planning & Coordinating of Multiple Presentations
- Curriculum Development and Assessment
- Experience with At-Risk Youth
- Drives Engagement and Leads

SUMMARY

Community Specialist adept at gathering and analyzing community cultural, educational, social and demographic data to develop local programs. Exceptional communication and public speaking skills.

EXPERIENCE

Glaxosmithkline - Site Director

Oklahoma City West, OK • 01/2019 - 03/2020

Oversaw overall program management including hiring, orienting, and supervising of 20 program staff. Worked directly with school leadership to ensure alignment and impact. Developed engaging student and community programming in collaboration with school leadership. Ensured accurate reporting and collection of all DYCD program data for mandates. Assisted with the submission of budget and work scope modifications to DYCD. Managed online DYCD scheduling software.

Aids Healthcare Foundation - Case Worker

Hollywood, CA • 06/2018 - 02/2019

Liaised between individuals, their families and service providers in an effort to best manage treatment services. Met with clients to conduct needs assessments, recommending support and service offerings that were the most appropriate. Explained available housing, domestic violence, employment, education and substance abuse treatment resources to clients. Escorted families in accessing and negotiating community systems and resources. Assisted Case Planners in obtaining client documentation, such as, medical records etc. Documented all casework activity into city and state reporting systems (i.e. PROMIS, CONNECTIONS), maintaining compliance with program protocols and procedures

Centene Corporation - Community Advocate

Sacramento, CA • 01/2017 - 08/2018

Conducted needs assessments for families with young children. Met with clients one-on-one to determine necessary services and make appropriate treatment recommendations. Explained available housing, domestic violence, employment, education and substance abuse treatment resources to clients. Referred families to food banks, financial assistance programs, employment and training support and health and immigration services. Entered client data in a centralized database and maintained up-to-date case records for all clients.

Fred Astaire Dance Studios - Performing Arts Specialist

Houston, TX • 08/2013 - 01/2017

Developed interesting performing arts lesson plans to meet dance, theater and social needs of students. Taught creative writing to a diverse class of 10-15 students. Routinely met with students' parents regarding in-class issues and learning interruptions to discuss solutions.

Encompass Health - Administrative Assistant

Wichita Falls, TX • 02/2015 - 02/2016

Prepared CASAC program correspondence. Documented attendance and NYCDC Mental Health Symposium documents for analysis and graphed results. Managed multiple databases to keep track of all CASAC students. Effectively controlled the release of proprietary and confidential information. Generated reports to track programs progress.

Harbor Conservatory - Assistant Artistic Director

City, STATE • 08/1999 - 01/2013

Served as the secondary supervisor to Dance Faculty. Designed, developed and customized innovative service plans and activities for individual programs. Serviced approximately 150 children weekly, averaging 15-25 students per session. Employed quality assurance strategies to ensure responsiveness to clients' needs. Acted as Liaison between the director, faculty, staff, parents and students. Operated as registrar for the dance & theater department. Managed special projects as assigned.