

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105
(555) 432-1000 - resumesample@example.com

SUMMARY

- University at Tennessee of Martin graduate with a Baccalaureate's degree.
- Brief entry level experience in military human resources as a S1 operations officer before honorable discharge.
- Eager to continue education/training and develop skills necessary to being a competitive, successful Human Resources/Personnel employee.

HIGHLIGHTS

- Excel at prioritizing and completing multiple tasks simultaneously
- Experience with navigating/self teaching the use of data entry programs.
- Ability to monitor and maintain effective office procedures.
- Professional and mature demeanor in all situations.
- Strong problem solver, able to produce results under stressful conditions.
- Excellent written/verbal communication skills.
- Exceptional attention to detail

ACCOMPLISHMENTS

Received an overall performance indicator of 4.3 of 5 as determined by direct observation as a special education teacher in the 2012-13 school year at Dyersburg City Schools.

Received awards for outstanding performance on both the Principals of Learning and Teaching and the Elementary Content Knowledge Praxis Teacher Licensing Exams

Commissioned 2nd in Reserve Officer Training Corps (ROTC) class from the UT Martin ROTC Program, receiving the following awards and medals: Army Superior Cadet Decoration, National Defense Industrial Association Award, National Defense Transportation Association Medal, Reserve Officer's Association Award, UT Martin Outstanding Military Science Student Award, ROTC Physical Fitness Award.

Successfully completed both the US Army Leader's Training Course and Leadership Development and Assessment Course.

Graduated Magna Cum Laude from UT Martin.

EXPERIENCE

06/2012 to Current **Special Education Teacher**

Cherry Hill Public Schools – Cherry Hill, NJ

- Administer numerous standardized assessments for students with varying special needs and record results in online databases; prepare reports on students/activities in a timely manner, as requested by administration.
- Manage and maintain a high volume of electronic and paper files.
- Collaborate with other teachers or administrators to develop, evaluate, or revise a caseload of individual education programs.
- Confer with parents, administrators, testing specialists, social workers, or other professionals to develop individual education plans (IEPs) and/or to resolve students' behavioral or academic deficits.
- Write reports and correspondence from dictation and handwritten notes.
- Serve as central point of contact for all parents, guardians, and other outside resources for 12-16 students.
- Coordinate placement of students with special needs into mainstream classes, to include social and physical accommodations needed for successful acclimation with age-group peers.
- Prepare assignments for teacher assistants and volunteers. Establish and communicate clear objectives, procedures, and intended outcomes for all projects/tasks.
- Establish and maintain standard procedures for maintaining order and productivity among groups.
- Instruct and monitor individuals in the use and care of equipment or materials to prevent injuries and damage.
- Organize and supervise recreational and social activities to promote physical, mental, or social development, such as class projects, field trips, demonstrations, or visits by guest speakers.
- Present information in interactive formats, using computers, televisions, audio-visual aids, and other equipment/technology.
- Attend professional meetings, conferences, and training workshops to maintain or improve professional competence.
- Maintain accurate and complete records as required by laws, district policies, and administrative regulations.
- Perform shared school administrative duties as needed..

03/2012 to 06/2015 **Battalion S1 - Entry Level Human Resources Officer**

TN Army National Guard – City, STATE

- Addressed employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Analyze employment-related data and prepare required reports.
- Conferred with the SI department and leadership to develop or implement personnel policies or procedures.
- Managed the maintenance and update of human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms, awards, promotions/demotions, pay, and medical information systems.
- Obtained and maintained knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Created PowerPoint presentations used for business development.

07/2005 to 04/2006 **Office Student Assistant**

Dyersburg High School – City, STATE

- Managed the receptionist area, including greeting visitors ad responding to telephone and in-person requests for information.
- Dispersed incoming correspondence to correct recipients.
- Maintained electronic and paper files.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Managed daily office operations and maintenance of equipment.

EDUCATION

May 2011

Bachelor of Science: Special Education

University of Tennessee at Martin - Martin, TN

Studied Special Education with an emphasis in modified education for grades Pre K-12

- Military Science Student - ROTC
- Magna Cum Laude Graduate
- Recognition of Excellence for Praxis Scores on the PLT K-6
- Recognition of Excellence for Praxis Scores on the Elementary Content Knowledge

2006

High School Diploma: University Track Academics

Dyersburg High School - Dyersburg, TN

GPA: Honors Graduate

Honors Graduate

SKILLS

Implementation of standard procedures, data input, group management, goal setting/implementation, interpersonal skills and communication, able to communicate professionally with people of all different backgrounds, task management/multitasking, professional writing skills, familiar with/able to use a variety of technology and programs, eager to learn and obtain new skills