

# JESSICA CLAIRE

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## Summary

Education specialist that desires to utilize my training and experiences to help increase the client base and growth of the company. Seeking a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. I am eager to use my abilities to empower educators and students alike.

## Highlights

- Natural Collaborator
- Curriculum implementation
- Exceptional written and verbal communicator
- Innovative thinker
- Effective use of multi-media teaching tools
- Creative problem solving
- Experience in designing, revising, and editing curricula
- Ability to work independently
- Highly relational and persistent
- Documentation skills
- Planning and Coordination
- Flexible and Adaptable

## Accomplishments

- My students' ELA achievement scores growth beat the state average by 6% last year
- Created and delivered presentations to inter-departmental teams on my campus to ensure smooth implementation of technology initiatives
- Certified in Middle Grades English (grades 5-9)  
English (grades 6-12)
- Collaborated with team of 5 in the development of Standards tracking procedures.
- Coordinated and conducted PLC (Professional learning communities) meetings as a recognized PLC leader.
- Coordinated collective educator agency to Achieve Student Outcomes in my school as a content area teacher in the Avid site team.
- Served as a mentor for secondary ELA teachers.

## Experience

### Pre A.P. English Language Arts Teacher, 07/2021 to Current

Lake County Schools – City, STATE

- Used a variety of technology-rich teaching techniques to increase student engagement and encourage student critical thinking and problem-solving.
- Employed collaborative and social skills techniques to encourage student learning and build community within the classroom.
- Developed overall yearly curriculum for teaching English-language learners based on school and national requirements.
- Worked effectively in fast-paced environments.
- Developed strong organizational and communication skills through coursework and volunteer activities.
- Implemented innovative teaching approaches for special needs students to meet requirements of individualized education plans.
- Sponsored several student activities and clubs, dedicating over 5 hours per week outside regular school hours.
- Represented educational program at meetings and conferences to serve as subject matter liaison for array of services and activities assigned.
- Upheld commitment to educational excellence and fostered atmosphere of mutual respect and trust.
- Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.
- Conducted training and mentored team members to promote productivity, accuracy, and commitment to friendly service.
- Leveraged data and analytics to make informed decisions.
- Defined clear targets and objectives and communicated to other team members.
- Developed detailed plans based on broad guidance and direction.

### Nelson Poynter Memorial- Library Library Aide, 09/2014 to 05/2016

Nelson Poynter Memorial – City, STATE

- Handled check-in and check-out process of library books and materials at circulation desk.
- Answered patron questions in-person or by phone regarding library services and resources.
- Gained strong understanding of various methods for cataloging books and other materials.
- Set up computer and digital device access, providing assistance with use and operation.
- Inducted, informed and supported new users with thorough library orientations.
- Compiled and submitted library activity and performance reports for improved insight.
- Managed library materials for accurate record-keeping.
- Offered basic reference assistance to support information needs.
- Provided assistance and support to staff in regard to facility maintenance, security and services.
- Answered phone and in-person inquiries about library services, policies and procedures to provide accurate information.
- Provided basic computer assistance to help patrons access needed resources.
- Utilized computer databases to locate library materials.
- Marketed library's many services to visitors and patrons through active communication.
- Conducted library tours and orientations, familiarizing patrons with library's resources and services.
- Helped patrons locate resources using catalog and circulation systems.
- Marketed library's many services to visitors and patrons through active communication.
- Handled receipt processing for book, audio-visual and computer software inventories.

### Direct Alternative Group Data Clerk, 09/1992 to 04/1997

Direct Alternative Group – City, STATE

- Scanned documents and saved in database to keep records of essential organizational information.
- Sorted documents and maintained organized filing process.
- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Developed and maintained databases to store customer information.
- Verified accuracy of data entered into system to produce error-free reports.
- Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.
- Secured and protected data from unauthorized access by complying with security protocols.
- Developed data entry policies and procedures in compliance with company standards.
- Entered data into various computer systems accurately using Microsoft Office Suite.
- Created and maintained data entry logs to track data entry activities.
- Resolved discrepancies in data entry activities for accurate, complete jobs.
- Followed established procedures to enter and process data correctly.
- Followed data entry protocols, rules and regulations.
- Managed and organized documents for data entry tasks.
- Created spreadsheets for more efficient recordkeeping.
- Checked for accuracy by verifying data and records.
- Utilized techniques for increasing data entry speed.
- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Used computer software to store and retrieve data.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.

## Education

### Bachelor of Arts: English And Cultural Studies, 05/2016

University of South Florida - Tampa, FL

Graduated Summa Cum Laude

- Sigma Tau Delta President USFP Chapter 2015-2016
- Shakespeare Club Member
- Study Abroad: London England, Writing
- Coursework in study of British, American, and "post-colonial" Anglophone literatures, foundational workplace writing forms, methods, and issues and philosophy, literature, and the arts to history, sociology, and communications.
- USF World (Compass Award) Scholarship Recipient

### MASTER OF SCIENCE: EDUCATIONAL LEADERSHIP, 2011

Walden University - Minneapolis, MN

4.0 GPA

## Affiliations

Elected as President for Sigma Tau Delta English honor society 2016 • Member of Sigma Tau Delta • Member of Papercut –Online USFSP Literary Journal • Member of USFSP Shakespeare Society • Editor of Papercut –Online USFSP Literary Journal