

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 100 Montgomery St.  
10th Floor

## SKILLS

- Interpersonal Skills
- Alternative education
- Adult Education
- Excellent work ethic
- Organization and Time management
- Online instruction
- Employee training

## EDUCATION

### Union University

Jackson, TN

**Master of Arts:** Education

### Spelman College

Atlanta, GA

**Bachelors of Science:** Biology

## PROFESSIONAL SUMMARY

Reliable and Knowledgeable teacher bringing 12 years of experience in alternative and adult education. Eager to help individuals succeed at personal and academic levels. Specializing in one-on-one or group educational support for individuals pursuing alternative diplomas. Caring, Compassionate and Hardworking with a flexible approach. Well-developed communication and interpersonal skills.

## WORK HISTORY

### Hanover Community School Corporation - IS/Adult Education Teacher & Tech/Testing Coordinator

Cedar Lake, IN • 03/2017 - 03/2021

- Managed caseload of up to 60 students with mental illness and intellectual disabilities and instructed them individually and in groups on various subjects.
- Conducted skills assessments to uncover performance gaps.
- Building Test Coordinator for administration of state mandated testing.
- Evaluated personnel and assisted in determination of school goals to improve performance.
- Conducted staff and administration presentation on Adverse Childhood Experiences (ACE's)
- Evaluated students' understanding of course material through examinations and in-depth essay writing.
- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Increased educational expertise and knowledge of Social Emotional Learning by participating in instructor-oriented conferences.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.
- Completed student progress reports on biweekly basis to notify students and parents of strengths and areas of improvement.
- Met with students, parents and administrators to address and resolve students' behavioral and academic issues.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Used designated student database and Edmentum document student grades.
- Created and administered testing training and administration schedule and calendar.
- Managed small and large groups of students for classroom and virtual instruction.
- Related to students through consideration of various socioeconomic and cultural backgrounds.
- Organized technology inventory and equipment for learning purposes.
- Cultivate partnerships with vocational companies
- Stayed abreast of latest changes in field by completing training courses and attending conferences.

### Harris Health System - Science Teacher

Katy, TX • 08/2009 - 03/2017

- Assessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chance.
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.
- Offered clear and constructive student discipline, discouraging inappropriate behavior and bullying.
- Communicated with students and parents regarding academic progress, assignments and behavior.
- Demonstrated positive and effective classroom management skills.
- Coordinated and collaborated with other faculty members during lesson plan development.
- Planned and escorted student field trips relevant to current science course work.
- Encouraged student interest in Science, Technology, Engineering and Mathematics (STEM) and participation in middle and high school national science competitions.
- Managed lab equipment, including microscopes, burners and glassware and instructed students in proper operation.
- Analyzed student performance and comprehension through test scores, assignments and contribution to class discussions.
- Kept abreast of developments within field of science through participation in conferences, communication with colleagues and reading of contemporary literature.
- Managed student records, including grades and attendance, using Power Teacher.
- Liaised with faculty and administrators to foster strong rapport and build upon ideas for improvement.
- Fostered student academic success by clearly outlining course objectives and expectations, monitoring progress and offering additional assistance.
- Created engaging curricula and supporting materials to facilitate positive learning outcomes across Physical and Environmental Sciences and Biology courses.

### Messick Adult Center - Adult English as a Second Language (ESL) Teacher

City, STATE • 08/2012 - 12/2015

- Plan and implement lesson plans in sync with state curriculum.
- Develop educational plans of action for each participant and monitor participants' needs in order to remediate educational deficiencies.
- Maintain records portfolios and documented daily attendance records and progress reports.
- Assess accomplishments of students on regular basis and by using BEST tests dictated by Tennessee Department of Education.
- Create classroom environment that was conducive to learning and appropriate to maturity and interest of students.
- Created hands-on curriculum to promote student interest and receptive learning.
- Used SCANTRON answer sheets and electronic marking devices to grade and compute homework and tests.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Prepared, administered and corrected weekly tests and examinations to observe student overall performance.
- Conducted exams to test fluency in reading, writing, speaking and comprehension of English language.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Successfully improved Spanish speaking students' English grammar and vocabulary levels through written and interactive activities.
- Planned and implemented lessons to positively increase vocabulary and sentence structure skills.

### State Of Tennessee - Eligibility Counselor

City, STATE • 09/2008 - 08/2009

- Interview clients to determine eligibility for social services such as Food Stamps, Medicaid and Families First.
- Calculate benefits and verify information such as income and residence by contacting collateral contacts and reviewing documentary evidence.
- Make decisions regarding implementation of policy and procedure in determination of eligibility for benefits.
- Worked with clients to improve life choices and maximize benefits of programs.
- Detailed program operations and participant activities with comprehensive recordkeeping.
- Improved clients' coping with routine life activities such as food budgeting and rental payments.
- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

## CERTIFICATION

- State of Tennessee Department of Education/ Professional Teacher Expires: Aug 31 2023.

## AFFILIATIONS

Member of the National Association of Professional Women