

# JESSICA CLAIRE

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📍 100 Montgomery St. 10th  
Floor

## SKILLS

- Positive hard working attitude
- My organization allows me to meet 100% of my deadlines
- Excellent at communication, creativity, and people management
- Confident planning travel
- Highly knowledgeable in Microsoft Office
- Professional and mature
- Strong problem solver
- Executive presentation development
- Proper phone and email etiquette
- Meticulous attention to detail
- Self-starter

## EDUCATION AND TRAINING

**Nova Southeastern University**  
Davie, FL

**Master of Arts:** Curriculum and  
Instruction

**University of California At Davis**  
Davis, CA

**Bachelor of Arts:** Studio Art

**San Francisco State University**  
San Francisco, CA

**Professional Clear Teaching  
Credential:** Education  
*Cross-Cultural Language and  
Acquisition Development (CLAD)  
Emphasis*

## CERTIFICATIONS

National Board Certified Teacher

## SUMMARY

Forward-thinking executive assistant excited to aid company leaders with key functions. Gifted at managing busy schedules, organizing projects and providing stellar administrative support. Good relationship-builder, proactive and punctual with team-oriented mentality to ensure all members of the Media and Technology team maximize their productivity. Analyzes, prioritizes and completes tasks with professionalism and sound judgment. Outgoing and friendly with fantastic attention to detail.

## EXPERIENCE

### The Archer School For Girls - Visual Arts Teacher

*Los Angeles, CA • 07/2013 - Current*

- Maintained a safe learning environment and kept meticulous records.
- Communicated with parents, students, and colleagues to create the best possible effective work environment.
- Wrote long range plans and lessons incorporating various learning strategies based on data of students prior experience in the practice visual art at the Art 1, 2, 3, and 4 levels with a minimum of 95% of students showing marked improvement.
- Taught the Yearbook course for two years in which I was able to increase sales 25% and create an environment where I taught students how to sell advertising, photograph events and interview individuals in order to write a new book.

### The Archer School For Girls - Visual Arts Teacher

*Los Angeles, CA • 07/2008 - 07/2013*

- Celebrate Great Teaching Award for 2009-10
- Distinguished Arts Program Grant Recipient 2010-2013 earning highest distribution amount
- Led cultural awareness school wide family event bringing in 50% of the families

### The Archer School For Girls - Visual Arts Teacher

*Los Angeles, CA • 07/1999 - 07/2008*

- Led culturally diverse students in the understanding and practice of beginning and advanced art for 9 years.
- Art Department Chairperson for 6 years at the high school level.
- District Annual Art Show Coordinator for 3 years, established vendor prize donations, organized six high schools (16 teachers) during a week-long set up event and weekend show.
- District-Wide Art Curriculum Guide Co-Developer at the high school level.
- Art Commission Leader for 6 years.
- Dance Commission Leader for 3 years, second highest funds earner for the school budget.