

# JESSICA CLAIRE

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## SUMMARY

- Computer Instructor with 25 years of experience. Adept at computer maintenance and giving step-by-step instructions to any level of user.
- Dedicated to comprehensive understanding of computer software and individual relationships with students. Success at teaching middle school students comprehensive computer skills. Eye for detail and knowledge of Adobe Photoshop. Adept at patient, step-by-step teaching.
- Photographer bringing exceptional sales, promotional, administration and project leadership abilities. Provides exceptional customer service and identifies client requirements while producing creative and skilled wedding and senior photographs.

## SKILLS

- Adobe Photoshop
- Image Manipulation
- Scheduling
- Sales
- Photography
- Graphic Design
- Digital Enhancements
- Digital File Creation
- Photo Shoots
- Adobe Systems Adobe InDesign

## EXPERIENCE

### Photographer and Graphic Arts, 01/2002 - Current

G4s – Chico, CA

- Photographed special events, including weddings, and senior pictures.
- Cropped, manipulated and performed color-balance for final images.
- Explained price and package details to customers.
- Purchased materials and props for photo shoots to enhance products and appearance of subjects.
- Photographed and created posters for Athletic and Club Teams for high school and middle school.
- Designed t-shirts for groups, adult and student.

### Middle School Computer App Teacher , 08/2006 - 08/2016

Strive Prep – Denver, CO

- Taught Computer Application, Microsoft Suite, typing skills, photography, PhotoShop, Adobe Premier video with green screen, and other digital media.
- Explored different avenues of learning with students to help each prepare for later educational environments.
- Attended variety of professional development workshops centered on learning goals, classroom management, student motivation and engaging learning activities.
- Coordinated materials and instructional plans for immersive activities exploring many topics as requested by team teachers.
- Used positive reinforcement method to redirect poor behavior.
- Managed consistent, learning-focused classroom environments by establishing and communicating clear objectives for all students.
- Adapted teaching methods and instructional strategies to promote learning in students of differing skill levels.
- Conducted small group and individual classroom activities with students based on differentiated learning needs.
- Met with parents to share perspectives on child's strengths and weaknesses.
- Evaluated submitted assignments for clarity and skills, assigned grades and discussed results with struggling students to enhance understanding of course objectives.
- Participated in ongoing staff training sessions.
- Encouraged students to be understanding with others.

### Technology Coordinator , 05/1997 - 06/2006

USD 251 North Lyon County – City, STATE

- Set up computer hardware, software and associated devices.
- Updated district's information technology plan to prioritize technology needs.
- Addressed technical problems related to computer software and hardware to remediate timely resolutions.
- Made district recommendations for instructional technology, software and audio-visual materials to meet budget requirements.
- Oversaw materials purchasing, budget administration and recordkeeping.
- Delivered leadership and technical expertise to personnel with planning and evaluation of effective instructional technology throughout district.
- Performed root cause analysis on network issues and troubleshoot problems on all related computers and devices.
- Conducted comprehensive staff development training for usage of instructional technology.
- Established procedures to utilize software and hardware licensing requirements.
- Supported regular education initiatives focused on improvement of student achievement with technology resources.
- Maintained inventory data of computer hardware and software throughout district.

### Middle School Teacher, 08/1991 - 05/1997

USD 251 North Lyon County – City, STATE

- Promoted language development skills through reading.
- Supervised field trips to local parks, fire stations and zoos to develop social skills and community awareness.
- Fostered positive and trusting relationships with students to increase engagement.
- Organized and prepared instructional materials to facilitate student learning.
- Wrote and presented documents for education conferences.
- Transitioned students across grade levels through careful planning and preparation.

## EDUCATION AND TRAINING

### Associate of Arts: Education, 05/1976

Allen County Community College - Iola, KS

### Bachelor of Science: Education, 12/1988

Emporia State University - Emporia, KS

Instructional Technology

Emporia State University - Emporia, KS