

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## SKILLS

- Classroom management
- Relationship building
- Classroom Instruction
- Group Instruction
- Multitasking strength
- Cultural sensitivity
- Familiar with Microsoft Office
- Familiar with Smartboard Technology

## WORK HISTORY

### General Education Teacher, 02/2017 - 05/2021

Anne Carlsen – Bismarck, ND

- Collaborated with 5th grade students to create the Love Up Club and The Love Up Clean Up Crew
- Applied classroom management strategies that helped to create a culture of respect and acceptance
- Integrated A Growth Mindset into the classroom setting
- Utilized multimedia strategies to facilitate learning and increase student engagement.
- Conducted skills assessments to uncover performance gaps.
- Used positive reinforcement and provided clear feedback to help students succeed.
- Sourced materials to use in instruction and projects by reaching out to administrators and community.
- Helped students develop lifelong skills to support vocational goals such as diligence, attention to detail and problem-solving abilities.
- Monitored each student's progress and revamped strategies to maximize success.
- Provided clear, informative and engaging classroom instruction.
- Mentored students one-on-one to help those struggling or develop special talents.
- Updated documentation for school and individual records.
- Managed small and large groups of students for classroom and off-site instruction.
- Updated class and student documentation for recordkeeping purposes.
- Organized inventory and equipment for learning purposes.
- Taught lifelong skills useful in future vocations.
- Stayed abreast of latest changes in field by completing training courses and attending conferences.
- Maintained current knowledge of instructional techniques and available resources.
- Provided individual mentoring and special tutoring to struggling students.
- Related to students through consideration of various socioeconomic and cultural backgrounds.
- Prepared students for tests by teaching relevant concepts and enforcing good test-taking skills.
- Facilitated traditional, online and in-person training for over [Number] students to promote better learning opportunities.
- Demonstrated techniques in hands-on environment using industry equipment, materials and technologies.

### General Education Teacher, 07/2015 - 05/2016

Anne Carlsen – Minot, ND

- Utilized multimedia strategies to facilitate learning and increase student engagement.
- Conducted skills assessments to uncover performance gaps.
- Used positive reinforcement and provided clear feedback to help students succeed.
- Helped students develop lifelong skills to support vocational goals such as diligence, attention to detail and problem-solving abilities.
- Monitored each student's progress and revamped strategies to maximize success.
- Provided clear, informative and engaging classroom instruction.
- Mentored students one-on-one to help those struggling or develop special talents.
- Updated documentation for school and individual records.
- Managed small and large groups of students for classroom and off-site instruction.
- Updated class and student documentation for recordkeeping purposes.
- Taught lifelong skills useful in future vocations.
- Maintained current knowledge of instructional techniques and available resources.
- Provided individual mentoring and special tutoring to struggling students.
- Related to students through consideration of various socioeconomic and cultural backgrounds.
- Prepared students for tests by teaching relevant concepts and enforcing good test-taking skills.

### General Education Teacher, 07/2012 - 05/2015

Anne Carlsen – Devils Lake, ND

- Utilized multimedia strategies to facilitate learning and increase student engagement.
- Conducted skills assessments to uncover performance gaps.
- Used positive reinforcement and provided clear feedback to help students succeed.
- Helped students develop lifelong skills to support vocational goals such as diligence, attention to detail and problem-solving abilities.
- Monitored each student's progress and revamped strategies to maximize success.
- Provided clear, informative and engaging classroom instruction.
- Mentored students one-on-one to help those struggling or develop special talents.
- Updated documentation for school and individual records.
- Managed small and large groups of students for classroom and off-site instruction.
- Updated class and student documentation for recordkeeping purposes.
- Organized inventory and equipment for learning purposes.
- Taught lifelong skills useful in future vocations.
- Maintained current knowledge of instructional techniques and available resources.
- Recommended curriculum choices and created lesson plans to maximize effectiveness of instruction.
- Related to students through consideration of various socioeconomic and cultural backgrounds.
- Prepared students for tests by teaching relevant concepts and enforcing good test-taking skills.

### General Education Teacher, 07/2009 - 05/2012

Anne Carlsen – Moorhead, MN

- Provided individual mentoring and special tutoring to struggling students.
- Mentored students one-on-one to help those struggling or develop special talents.
- Utilized multimedia strategies to facilitate learning and increase student engagement.
- Conducted skills assessments to uncover performance gaps.
- Helped students develop lifelong skills to support vocational goals such as diligence, attention to detail and problem-solving abilities.
- Updated documentation for school and individual records.
- Used positive reinforcement and provided clear feedback to help students succeed.
- Monitored each student's progress and revamped strategies to maximize success.

## EDUCATION

### Bachelor of Arts: Elementary Education, 05/2009

Arizona State University Polytechnic - Mesa, AZ

- Dean's List Fall 2007-Spring 2009
- Awarded Student Teacher of The Year; Spring 2009
- Received Summa Cum Laude, Presidents Honors List; Spring 2009
- Member of National Scholars Honor Society
- Relevant Coursework Completed: Passed both sections of the AEPA Educator's Exam on June 7, 2008

### Associate of Arts: Education, 05/2007

Maricopa Community Colleges - Mesa Community College - Mesa, AZ

- Dean's List Spring 2008

### High School Diploma: 05/2000

Glendale High School - Glendale, AZ

- Elected to Student Body Speaker of the House for Associated Student Body in 1997 and maintained position until graduation May 2000
- Member of The Associated Student Body; 1997-2000
- Received Arizona State University Maroon and Gold Scholarship