

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

## EDUCATION

Towson University  
Baltimore, MD • 05/2022

*Bachelor of Science:* Special Education And Elementary Education

Montgomery College  
Rockville, MD • 12/2019

*Associate of Arts:* Special Education And Elementary Education

## SKILLS

- Organizing and Distributing Materials
- Classroom Management
- Organizational and Planning Skills
- Reinforcing Learning Concepts
- Encouraging Participation and Inclusivity
- Curriculum-Based Lessons
- Small Group Support and Assistance
- Lesson Planning and Preparation
- Creating Safe Learning Environment
- Collaborative and Team-Oriented
- Spanish Language Proficiency
- Grading and Reviewing Student Work
- Promoting Social and Emotional Development

## PROFESSIONAL SUMMARY

Passionate Teacher with experience from multiple internships, developing and implementing diverse curriculums covering wide range of subjects. Highly skilled at motivating students through positive encouragement and reinforcement of concepts via interactive classroom instruction and observation. Successful in helping students develop strong literacy, numeracy, social and learning skills.

## ACCOMPLISHMENTS

- Achieved being on the Dean List for all my semesters at Towson University.
- Created an IEP for a student sample that was provided in school.

## WORK HISTORY

The May Institute Inc - Special Education Teacher's Assistant  
Jacksonville, NC • 08/2018 - 12/2018

- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Aided special education teachers in delivering important services for individuals with exceptionalities.
- Maintained positive attitude and affirmatively communicated with each student.
- Supported teacher in development of individual learning strategies.
- Played essential role in delivering individualized services and supporting instruction.
- Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
- Translated in Spanish during parent conferences and meetings.
- Offered student support through special accommodations, extra assistance and assessments.

Deerfield Park District - 3rd and 5th Grade Assistant Teacher  
Deerfield, IL • 08/2017 - 12/2017

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Helped to maintain fun, interactive, clean and organized classroom.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Organized classroom library and art areas each day to keep classroom well-maintained.
- Organized and guided activities for students, including skills practice, research and memorization tasks.
- Completed daily reports, meal count sheets and attendance logs.
- Distributed learning materials such as worksheets, textbooks and supplemental activities.
- Worked under direction of licensed teacher in and outside of classroom.
- Supported classroom activities, including tutoring, grading homework and reviewing exams.
- Tutored struggling students individually and in small groups to reinforce learning concepts.

Internship - 1st Grade Assistant Teacher  
City, STATE • 08/2016 - 06/2017

- Assessed student progress by administering tests and evaluating results.
- Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.
- Promoted exploration of building blocks of learning by leading diverse, hands-on activities.
- Graded Math and Spelling papers.
- Worked with English learners on their sight words everyday for about 30 minutes.
- Assessed English learners individually on their reading.
- Created bulletin boards to represent students work in the classroom
- Kept classroom clean, organized, and safe for students and visitors.

High School Program - Preschool Teacher  
City, STATE • 08/2014 - 06/2016

- Created lesson plans: included Art, Math, Phonics, Science and Social studies activities.
- Circle time: Lead the conversation about the date, time and weather of each day.
- Read aloud
- Educated students in foundational concepts such as shapes, numbers and letters.
- Promoted sensory development by providing access to different textures.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.

## LANGUAGES

English:  
Negotiated:

Spanish:  
Negotiated: