

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

## SKILLS

- Verbal and written communication
- Curriculum Development
- Student records management
- Classroom technology
- Staff Development facilitation and presentations
- Academic administration
- Relationship building and networking
- Multitasking ability
- Discipline management
- Student and parent relations
- Standardized Testing
- Documentation

## EDUCATION

**Texas A&M University - Commerce**  
Commerce, TX • 04/2021

**Masters in Educational Leadership:** Educational Administration

**Texas A&M University**  
College Station, TX • 08/2004

**Bachelor of Science:** Agricultural Science

## CERTIFICATIONS

- Texas Principal Certification - temporary based on passed 268 (June 2021) , awaiting scores on PASL (May 2022)
- Texas 6-12 Vocational Agricultural Production Certification- current
- Texas 4-8 Generalists Certification- current
- Texas EC-12 Special Education Certification- current
- Crisis Prevention Intervention Certification- current

## PROFESSIONAL SUMMARY

A goal-oriented and innovative academic leader focused on engaging with all stakeholders to meet learning objectives and drive student progress. Committed to providing empowering educational leadership and managing top-performing faculty to cultivate student rapport and promote successful education delivery. Motivated leader with top-notch communication, organizational and strategic planning abilities.

## WORK HISTORY

**Foundation Supportworks - Academic UIL & TMSCA Coordinator**  
Papillion, NE • 08/2018 - Current

- Implement and promote program courses, activities, and accomplishments, both internally and externally, to boost recruitment and retention.
- Communicate directly with parents, students, and staff members to achieve success for students.
- Review UIL and TMSCA materials with students and staff members to support discovering correct answers to problems.
- Organize and plan multi-district UIL and TMSCA competitions.
- Determine validity and reliability of data gathering methods.
- Analyze budget and implement financial plans for academic programs and related events.

**Callisburg ISD - High School & Middle School Science Educator**  
City, STATE • 08/2013 - Current

- Collaborate with all stakeholders to provide a safe and educational experience.
- Built relationships and communicate with parents to provide the best learning environment for children.
- Differentiate instruction to meet the needs of diverse learners.
- Monitor and assess understanding of complex concepts and adjust lessons accordingly.
- Use designated student database and AWARE to document student grades.
- Communicate frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Administer standardized tests in accordance with STAAR testing programs.
- Increased STARR scores for middle school science by 40%.
- Evaluate students' academic and social growth, keep appropriate records and prepare progress reports to gauge performance.

**Kiser Arena Specialists - Sales Representative**  
City, STATE • 05/2007 - 07/2013

- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Created professional sales presentations and seminars to effectively demonstrate product features and competitive advantages.
- Implemented marketing strategies and techniques, increasing revenue and customer satisfaction.
- Determined problem areas and resolved issues related to profitability and business objective achievement.
- Trained and mentored new sales representatives.

**Lewisville Independent School District - Agricultural Science Teacher**  
City, STATE • 07/2005 - 06/2007

- Taught students about various agricultural techniques through various experiments.
- Initiated and moderated classroom discussions to facilitate dialogue and understanding of taught material.
- Participated in VATAT professional conferences to gain knowledge about latest inventions in agricultural field.
- Organized numerous agricultural fairs and competitions to provide hands-on experience and enlighten students about subject.

## ACCOMPLISHMENTS

- District Mentor Teacher- Increased effectiveness of classroom teachers as evidence through their individual annual observations.
- District AWARE Software Mentor- Developed district wide professional development to increase unit and benchmark exam knowledge among educators.
- Curriculum & Instruction- Developed individual academic plans for grade level and science department. Created multiple Professional Learning Community (PLC) presentations to engage educators.
- Academic Presenter- Developed and presented a multitude of different professional development presentations on a state and national level.