

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Summary

Hardworking and reliable Teacher with strong ability in memorization and [Task]. Offering [Skill], [Skill] and [Skill]. Highly organized, proactive and punctual with team-oriented mentality.

Skills

- Academic
- Accounting
- Administrative
- Basic
- Catalog
- Contracts
- CPR
- Database
- First Aid
- Forklift
- Inventory
- Materials
- Meetings
- Project development
- Quality
- Research
- Shipping
- Teaching
- Teacher
- Phone
- Western Blotting

Experience

High School Science Teacher, 08/2020 to Current

Falcon School District 49 – Peyton, CO

- Established and enforced clear class objectives and requirements to promote consistent education for all students.
- Facilitated student success and academic growth through implementation of Natural Science curriculums.
- Integrated technology into classroom settings to engage students and diversify instruction.
- Collaborated with other subject and grade-level teachers to build complementary educational frameworks for students.
- Maintained school-wide culture of respect and actively used positive behavioral interventions and supports (PBIS) disciplinary methods.
- Administered standardized ability and achievement tests and interpreted results to determine students' strengths and areas of need.
- Built life-long learning skills and strong study habits in students to help each prepare for higher-level education.
- Cultivated collaborative and innovative learning environment to meet each student's unique educational needs.
- Talked with students needing extra attention and made plans to assist with problems.
- Created lesson plans to address needs of entry-level and upper-level science students.
- Monitored student growth and academic process.
- Developed class learning plans to meet all district and state requirements for instruction.
- Assessed student performance, behavior and social development and devised improvement strategies for struggling children.
- Referred students with suspected learning disabilities to the appropriate support personnel.
- Maintained classroom environment conducive to learning and appropriate for maturity and interests of students.
- Worked with diverse range of students to foster creativity and self-expression through instruction in visual arts.
- Kept regularly scheduled office hours to advise and assist students.

High School Science Teacher, 09/2019 to 01/2020

Friendship Schools – Washington, DC

- Established and enforced clear class objectives and requirements to promote consistent education for all students.
- Facilitated student success and academic growth through implementation of Natural Science curriculums.
- Coordinated with other professional staff members to evaluate and assess science-based curriculum.
- Assessed student progress with course material through routine quizzes, final examinations and standardized assessments.
- 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.
- Administered tests, quizzes and other assignments to gauge students' learning and knowledge of course materials.
- Met with parents and guardians to discuss student progress and areas for improvement.
- Graded tests and papers and uploaded all grading information to district system using Infinite Campus and Google Classroom.
- Supported academic progress by offering office hours to discuss challenges, offer targeted assistance and provide additional resources.
- Communicated learning objectives and class expectations to promote student comprehension and achievement of academic targets.

Student Assistant, 04/2016 to 04/2019

University Of Michigan – Ann Arbor, MI

- Professionally greet a multitude of patrons entering and exiting the library and aid them in locating reference materials through the library database.
- Catalog library materials consistently throughout the work day.
- Patrons could easily locate needed resources.
- Assisted the librarians in transforming the appearance of the library.
- Patrons were pleased with the furniture arrangements and enjoyed the academic advantages of the environment.
- Evaluated and encouraged patron interaction skills by initiating student staff meetings.
- Inventory for text materials.
- Manage circulation desk as front desk circulation employee- first point of contact.
- Answer phone calls and answer questions from students, staff, and faculty.
- Assist librarians in day to day operations regarding library.
- Practice FERPA (Family Educational Rights and Privacy Act) requirements.
- Maintain library supplies.

Automated Logistical Specialist (92A), 11/2012 to 09/2014

U.S. Army – City, STATE

- Professional development, Monitored and performed administrative warehouse functions to maintain inventory of equipment records and over 300,000 parts.
- Operated a 10k forklift to transport HAZMAT material from one warehouse to another.
- Establish and maintain stock records and other documents such as inventory, material control, accounting and supply reports.
- Review and verify quantities received against bills of contracts, purchase requests and shipping documents.
- Unload, unpack, count, segregate, palletize and store incoming supplies and equipment.
- Construct bins, shelving and other storage aids.
- Simplify and standardize the collection and use of maintenance data.
- Raise the quality and accuracy of performance, cost and parts data through improved maintenance management.

Education and Training

Master of Arts: Theological Studies, Intercultural Communication, 2020

Liberty University

GPA: 3.5

Volunteer Work Literacy Services of Wisconsin Children's Hospital of Wisconsin-Clinical Observation Froedert Hospital-Clinical Observation VA Medical Center in Milwaukee Relevant Experience and Certifications: Biology, 2019

Cardinal Stritch University

GPA: 3.6, Dean's List, Microbiology, Organic Chemistry I & II, Cell Physiology, General Physiology, Immunology

CPR Certification: 2018

Tissue Culture, Electron Microscopy, Western Blotting

Course covered training in the use of an intravenous Basic Combat Training 10 weeks (605 hours) Course covered physical fitness and self-defense.: Regenerative Medicine Lab, 2017

Aurora St. Luke's Medical Center

Cell culture, Fluorescent Microscopy, Aurora Research Institute- Discovery Lab

First Aid Certification: Tutoring- Organic Chemistry, 2013

Combat Lifesaver Course (40 hours): 2013

Activities and Honors