

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Experienced Middle School Science Teacher successful at building positive teacher-parent relationships to support student success. Open and clear communicator and creative problem-solver. Highly qualified with over 16 years in classroom environments.

SKILLS

- Career Day Coordinator
- Middle School Student Council Sponsor
- Gulf Coast Humane Society Pet Supply Drive
- Toys for Tots Campus Coordinator
- The Purple Door Campus Coordinator
- Red Ribbon Week Coordinator
- Middle School Cheerleading Sponsor
- Animal Shelter Kingsville (ARK) Pet Drive
- CASA of the Coastal Bend Campus Coordinator

WORK HISTORY

- 06/2012 to Current **Middle School Science Teacher**
Paterson School District – Paterson, NJ
- Administered assessments and standardized tests to evaluate student progress.
 - Worked in team-based environment with junior teachers, specialists and administrators to provide best education for students of all skill levels.
 - Completed in-service and additional training to maintain professional growth.
 - Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
 - Worked with administrators on behavioral issues to support needs of all students.
 - Kept laboratory environment neat, well-stocked and safe for students.
 - Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
 - Created hands-on activities to demonstrate scientific principles and highlight various topics.
 - Cultivated relationships with parents for complete support network.
 - Prepared and implemented lesson plans covering required course topics.
 - Kept classroom organized, clean, and safe for all students and visitors.
 - Understood critical development years for adolescent minds and structured lessons to meet cognitive abilities.
 - Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.
 - Communicated with students and parents regarding academic progress, assignments and behavior.
 - Demonstrated positive and effective classroom management skills.
 - Maintained assignment grades and worked closely with students needing additional mentoring.
 - Provided student academic support outside class time to improve learning and performance.
 - Offered clear and constructive student discipline, discouraging inappropriate behavior and bullying.
 - Demonstrated willingness to accept feedback and make corrections based on advice from peers, parents and principal.
 - Assessed student comprehension through regular quizzes, tests and assignments.
 - Leveraged diverse learning strategies to prepare students for higher-level education requirements.
- 11/1997 to Current **Registered Pharmacy Technician**
Memorial Healthcare System – Hollywood, FL
- Solved customer problems in-person or over telephone by providing assistance with placing orders, navigating systems and locating items.
 - Performed various pharmacy operational activities with strong commitment to accuracy, efficiency and service quality.
 - Calculated dosage, filled prescriptions and prepared prescription labels with absolute accuracy.
 - Verified patient data and billing information to discover and resolve erroneous bills due to system errors.
 - Set up and modified patient profiles in REVO to include current information such as medications and insurance details.
 - Helped pharmacist clear problematic prescriptions and address customer questions to keep pharmacy efficient.
 - Stocked, labeled and inventoried medication to keep accurate records.
 - Resolved non-routine issues like third party billing, computer system and customer service issues.
 - Monitored ordering of pharmacy medication stock to maintain streamlined inventory and low overhead.
 - Ordered medicines daily to replenish stock and increase inventory in anticipation of need.
 - Restocked pharmacy shelves with current merchandise to drive consistent peripheral sales.
 - Consulted with insurance company representatives to complete claims processing, resolve concerns and reconcile payments.
 - Collected co-payments or full payments from customers.
 - Answered incoming phone calls and addressed questions from customers and healthcare providers.
 - Communicated with prescribers to verify medication dosages, refill authorizations and patient information.
 - Reviewed and verified customer information and insurance provider information.
 - Entered and processed patients' prescriptions into internal system.
 - Counted and labeled prescriptions with correct item and quantity.
 - Coordinated with insurance representatives to process claims and calculate correct co-pay information for patients.
 - Maintained proper drug storage procedures, registries, and records for controlled drugs.
 - Performed wide range of pharmacy operations with strong commitment to accuracy, efficiency and service quality.
- 08/2004 to 05/2012 **Middle School Science Teacher**
Paterson School District – Paterson, NJ
- Administered assessments and standardized tests to evaluate student progress.
 - Worked in team-based environment with junior teachers, specialists and administrators to provide best education for students of all skill levels.
 - Completed in-service and additional training to maintain professional growth.
 - Worked with administrators on behavioral issues to support needs of all students.
 - Kept laboratory environment neat, well-stocked and safe for students.
 - Cultivated relationships with parents for complete support network.
 - Prepared and implemented lesson plans covering required course topics.
 - Kept classroom organized, clean, and safe for all students and visitors.
 - Communicated with students and parents regarding academic progress, assignments and behavior.
 - Demonstrated positive and effective classroom management skills.
 - Diversified teaching techniques and learning tools help students with differing ability levels and varied learning modalities.
 - Assessed student comprehension through regular quizzes, tests and assignments.
 - Coordinated and collaborated with other faculty members during lesson plan development.
 - Planned and escorted student field trips relevant to current science course work.
 - Offered clear and constructive student discipline, discouraging inappropriate behavior and bullying.
 - Leveraged diverse learning strategies to prepare students for higher-level education requirements.

EDUCATION

- 05/2004 **Bachelor of Science: Biology**
Texas A&M University - Kingsville - Kingsville, TX

CERTIFICATIONS

- Texas Educator Certificate Science Grades 4-8
Texas Educator Certificate English as a Second Language (ESL)
State Board of Pharmacy Registered Technician #100018