

JESSICA CLAIRE

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

CORE QUALIFICATIONS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

EDUCATION AND TRAINING

Tarrant County College
May 2011

Northern Arizona University
Employee of the Month
Educational Support Services
Department February 2010
AmeriCorps VISTA: Most Inspirational Employee December 2009

Elon University
Elon, NC • 2009

Bachelor of Arts: International Studies
International Studies

Alamance County Community College
Presidential Scholar; Resident Assistant- RA of the Month February 2007 and October 2006; Global Experience
Program: Costa Rica 2008 with internship, Winter Term: Paris 2007, London 2006; Elon Volunteers: Boys and Girls Club

CERTIFICATIONS

- Northern Arizona University - Academic Advisor/ Spanish Instructor
City, STATE • 06/2010 - 07/2010
- Assisted students one-on-one with college preparation assignments such as: career exploration, school selection, resume writing, and letters of recommendation Taught students hybrid course: Introduction to Spanish and Hispanic/Latin American Studies.
- Northern Arizona College Resource Center Arizona University - Program Coordinator
City, STATE • 07/2009 - 07/2010
- Oversaw the development of a start-up organization Managed a \$200,000 federal Gear up grant Utilized research based best practices to create community workshops for parents and students as well as developed staff and advisor manuals Developed community partnerships and presented NACRC to organizations Received promotion from AmeriCorps VISTA position.
- Orme School Of Arizona - Math Teacher
City, STATE • 01/2009 - 05/2009
- Taught beginner English grammar and literature, World History and TOEFL Prep to international students Tutored Algebra and was promoted to remedial math teacher position Advised international students and tutored Spanish.

COMMUNITY INVOLVEMENT

AFFILIATIONS

Association of Texas Professional Educators (ATPE) LANGUAGES English and Spanish

SKILLS

arts, English, instruction, Latin, letters, Logic, materials, math, presentations, progress, promotion, Read, research, Spanish, Spanish language, strategy, supervisor, teacher, tutoring, VISTA, workshops