

JESSICA CLAIRE

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

Summary

Skills

- Bilingual in English, Spanish
- American Red Cross instructor
- Certified in Early Childhood Education
- Scheduling proficiency
- Strategic planning
- Self-directed nature
- Self Motivated
- Microsoft Office
- Organized
- Interpersonal Skills
- Honest

Experience

Performing Arts Coordinator, 2014 to 07/2017

Archdiocese Of San Antonio – Castroville, TX

Coordinated Major/Minor Events for the District Fine Arts Department.

Established and adjusted work procedures to meet production schedules.

Supervised production schedules and production quality.

Handled large amount of money.

Scheduled Pre/Post Production Meetings with Directors.

Teacher, 05/2002 to 2010

Hidalgo County Head Start Program – City, STATE

Maintained daily records of children's individual activities, behaviors, meals and naps.

Created and implemented developmentally-appropriate curriculum that addressed all learning styles.

Distributed quarterly educational assessments, similar to report cards, to each parent.

Helped children reach milestones in the area of self-care.

Developed professional relationships with parents, teachers, directors and therapists.

Established a safe play environment for the children.

Education and Training

Associate of Arts: Early Childhood, 2008

South Texas College - Mcallen, TX

Bachelor of Arts: Interdisciplinary Studies, 2010

University of Texas Pan American - Edinburg, TX

Volunteerism

Our Lady of Guadalupe Catholic Church

Catechist Teacher - 2015-Present