

Jessica Claire

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SUMMARY

4+ years experience in Public relations, affairs and communication skill Computer- Proficient performer with skills in MS Office, and Final Cut Pro Superior writing/editing skills using Associated Press Style Team player who consistently strives for efficiency and collaboration Motivated achiever with positive attitude and competitive drive for success

HIGHLIGHTS

- Aurora Linear Editing System
- Final Cut Pro
- IMovie
- Teleprompter
- Microsoft Office, Excel, Power Point, etc.
- Social Media Competencies
- Facebook, Twitter, Instagram, LinkedIn, Blogger (DearJessicaP) , Tumblr, YouTube, Pintrest

EXPERIENCE

Teachers Assistant Special Education, 03/2014 - Current

Ascena Retail Group – Rehoboth Beach, DE

- Fostered a classroom environment conducive to learning and promoting excellent student engagement
- Adapted middle school curriculum for basic skills for math, and reading for students with intellectual disabilities
- Balanced literacy instruction including guided reading, read-alouds, shared reading, partner and independent reading, word study, and guided and independent writing

Teacher's Assistant/Teacher, 2014

Normandale Community College – Bloomington, MN

- Supervised a class of 15 students on field trips such as museums tours and police stations.
- Ability to use technical skills that include, Microsoft Office to create lesson plans, presentations and visual aids for students.
- Worked three consecutive summers demonstrating strong work ethic, reliability and punctual daily.

English Intervention Specialist, 2014 - 03/2014

Ascena Retail Group – San Ysidro, CA

- Diagnosed curricular weaknesses of students through assessments and differentiated instruction
- Administered testing, tracked and analyzed class performance for over 70 students
- Developed and implemented daily and unit lesson plans for 6th-8th grade Tier III students
- Assisted the classroom teachers by identifying appropriate areas needed for development
- Achieved 80% passing on the State of Texas Assessments of Academic Readiness for 6th-8th grade
- Enhanced instructional programs designed to support individual student needs
- Handled the tasks of providing consistent and effective interventions in reading programs for students

Army Sustainment Command Public Affairs Intern, 2013 - 03/2013

VISTA SCIENCES CORPORATION – City, STATE

- Completed nine articles for publication on the Army website, Global E Line and other social media outlets.
- Assisted in planning, and executing daily events with the Army Posted public affairs information on the World Wide Web as required.
- Coordinated the online presence of ASC including website update and maintained social network accounts.
- Supported all ASC media events as needed as lead photographer and reporter.
- Attended press conferences, town halls, and local meetings as lead reporter and representative.

Intern, 06/2012

KPRC LOCAL 2 News – City, STATE

- Researched various topics such as the number of sports car enthusiasts for future newscast segments
- Worked with field reporter in investigating and collecting information for evening 5pm News Segments
- Worked on Aurora Linear Editing for each news show Shadowed reporters/photographers on a range of stories such as investigations or robbery.
- Assisted with teleprompter and assignment desk operations such as answering phone calls and recording telephone messages.

Counselor, 01/2009

Youth Entrepreneurship's Program – City, STATE

- Mentored and supervised 20 Work Source Program students in developing and marketing individual business proposal.
- Organized and hosted a luncheon with local business for students to present business proposals.
- Assisted with the completion of student timesheets, filing, and paperwork and supervising the front office.
- Involved in the development of presentations, flyers and event invitations for various events.

Intern, 06/2008

Sylvester Turner, State Representative – City, STATE

- Supervised and coordinated activities for Sylvester Turner Summer (12 week) Intern program.
- Planned a teen summit to empower the youth of Acres Home.
- Served as anAdministrative Assistant at Sylvester Turner's Law Firm
- Spoke at a Press Conference as a representative about 2010 TAKS testing.

EDUCATION

MBA: Human Resource Management, 2015

Texas Southern University - Houston, Texas

Bachelor of Arts: Mass Communications, 2012

Prairie View A&M University - Prairie View, Texas

GPA: cum laude

Minor: Theater Arts

INTERESTS

- Young Ladies of Elegance & Youth with Character (non-profit organization)
- Mentor/Social Coordinator Assist with meetings, event planning, and marketing
- Served as guest speaker and coordinator for 2013 cotillion
- Organizing special events such as Texas Say What Activities and Leader Development

SKILLS

- Excellent customer service skills.
- Knowledgeable in Final Cut Pro, Linear Editing,and Microsoft Office.
- Attention to Details
- Coordination
- Problem solving
- Public speaking
- Time Management

ADDITIONAL INFORMATION

- Young Ladies of Elegance & Youth with Character (non-profit organization) Mentor/Social Coordinator Assist with meetings, event planning, and marketing Served as guest speaker and coordinator for 2013 cotillion Mentored and supervised 20 girls and 10 boys for leadership Conference Organized special events such as Texas Say What Activities and Leader Development Publications/Achievements Dean's List 2010-2011 Miss Congeniality for Young Ladies of Elegance 2010 Published author in The Panther Newspaper 2010-2012 No Mother to Me" "Sure Thing" "Perfect" Class of 1958 academic Scholarship 2012 Coppin State Theatre Scholarship 2009 Lamar University Theatre Scholarship 2008 Mistress of Ceremony Alumni Pinning 2012 Young Ladies of Elegance Mistress of Ceremony 2011 Guest Speaker Young Ladies of Elegance 2013