

# JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

## SUMMARY

A seasoned teacher/ Assistant Director who thrives in a busy and fast-paced work environment and ready for a career change. Thoroughly knowledgeable in Google and Microsoft.

## SKILLS

- Instruction and Leadership
- Public speaking expert
- Microsoft Office expertise
- Calm under pressure
- Flexible and adaptive
- Positive atmosphere promotion
- Multi-line telephone skills
- Organization and efficiency
- Technologically savvy
- Data entry
- Multitasking and prioritization

## EXPERIENCE

### Assistant Director , 02/2022 - Current

#### Loma Linda University Medical Center – Murrieta, CA

- Devised strategies to orientate, train and direct staff to achieve corporate objectives.
- Managed schedules by completing work accurately and on time.
- Mentored new employees on industry practices and business operations.
- Handled incoming and outgoing mail, email and faxes.
- Improved training to reduce knowledge gaps and enhance performance.
- Managed staff, financials and key performance indicators to facilitate business operations.
- Drafted billing and donation letters, reconciled accounts and directed and logged transactions.

### 7th Grade Science Teacher, 01/2020 - 12/2021

#### North Country Academy – Valrico, FL

- Clinton Middle School is committed to the academic, social, and emotional growth of each student
- Clinton Middle school is a community of not only students, but also teachers and staff who are invested in the growth and development of students
- Developed and taught lesson plans for 110 7th grade students
- Established a robotics and engineering program which resulted in 10 students building and programming robots using EV3 programming
- Implemented and designed a creative project-based curriculum in the classroom
- Built a collaborative and friendly classroom environment using and enforcing behavior guides, team teaching, and rigorous interactive learning
- Provided tutoring to small groups
- Active listener
- Accuracy and attention to detail
- A member of the School improvement board
- Measured progress by collecting statistical data
- Incorporated the use of Microsoft and Google technology in my classroom
- Adapted teaching methods and instructional strategies to promote learning in students of differing skill levels.
- Coordinated materials and instructional plans for immersive activities exploring concepts.
- Managed work according to tight project timelines and high-quality standards.
- Developed interesting and interactive learning methods tailored to help students with individual needs.
- Delivered specialized classroom instruction to students with developmental disorders.
- Developed IEP to leverage developmental practices and educational theories to achieve educational objectives.

### Assistant Director of Afterschool Program, 08/2018 - 12/2019

#### SALON ON MAIN – City, STATE

- Meeting Street Schools' leadership team comprises high talented and passionate individuals who share a calling to perform the deep, meaningful work of providing educational opportunity to under resourced families
- Worked alongside the afterschool program director in creating an afterschool curriculum
- Ensured the afterschool teachers stayed on task and implemented curriculum
- Oriented, trained, and directed staff to achieve objectives.
- Managed schedules by completing work accurately and on time.
- Built strong community referral network.

### Hair Color Specialist, 12/2014 - 12/2015

#### PAUL MITCHELL THE SHCOOL – City, STATE

- A Salon that works as team
- Highly trained and expertly skilled professionals
- Our team specializes in the latest trends and techniques in the hair care industry to ensure that we can not only fulfill but exceed our client's expectations
- Stylist Specialized in cutting and color
- Specialty Make Up Receptionist
- Product sales
- Responded to customer inquiries by phone, email and in person.
- Customized styles, services and products to suit client needs and maintain customer satisfaction.
- Drove retail sales through salon product and service promotion, making specific client recommendations.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.

### Daycare Assistant Teacher, 03/2013 - 06/2014

#### Big Blue Marble Academy – City, STATE

- Kept class space organized, clean and learning-focused for optimal student development.
- Monitored children in classroom spaces, common areas and on playground to maintain optimal safety.
- Related well to parents and kept each informed about new daycare activities or behavioral concerns.
- Respected cultural and familial backgrounds of different children with personalized approach to childcare.
- Promoted exploration and student-led learning in children.
- Read aloud and played alphabet games to encourage early literacy.
- Introduced learning activities and imaginative play materials for children to explore and manipulate.
- Observed children to record development.

## EDUCATION AND TRAINING

### Early Childhood Education

#### Piedmont Tech - Greenwood, SC

### Hair Styling , 05/2015

#### Paul Mitchell The School Columbia

### Nursing

#### Midlands Tech - SC

### Bachelor of Science: Interdisciplinary Studies, 12/2019

#### University of South Carolina Upstate - Spartanburg, SC

- 3.4 GPA
- Emphasis in Psychology
- Minor in Education
- Graduated December 2019

## ADDITIONAL INFORMATION

### Awards

- Piedmont Technical College Awards Deans List 2012, 2013, and 2014
- Midlands Technical College Awards Dean's List 2016,2017
- USC Upstate Awards Dean's List 2018, 2019