

# JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San  
Francisco, CA 94105

## SKILLS

- Trauma Informed (ACE)
- School Bullying Prevention
- Child Abuse Detection and Reporting
- Suicide Prevention
- Criminal Youth Gang Detection
- Technology proficiency
- Special Education Law/IEPs and 504s

## EDUCATION

**Wilmington University**  
Wilmington, DE • 12/2020

**Masters of Secondary School  
Counseling** : Middle And High  
School Counseling (Grades 6-12)

**Strayer University**  
Newark, DE • 12/2015

**Masters of Education** :  
Curriculum,  
Instruction&Assessment (Grades  
K-12)

**University Of Delaware**  
Newark, DE • 05/1994

**Bachelor of Arts**: English  
Education

## PROFESSIONAL SUMMARY

Highly qualified individual seeks a secondary school counseling position. Adept in meeting the objectives of a counseling program by providing preventative education, advocacy, mediation and counseling to students of all socioeconomic and cultural backgrounds.

## WORK HISTORY

**Albany Charter School Network - English Language Arts Teacher**  
*San Diego, CA • 01/2006 - Current*

- Completed in-service and additional training to maintain professional growth.
- Prepared comprehensive English curriculum for over 150 students.
- Helped students develop important learning skills and good study habits useful in trade school or college education.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
- Worked with administrators on behavioral issues to support needs of all students.
- Provided personal guidance for students struggling both in and out of classrooms, maintaining professionalism while helping students feel safe.
- Led interesting and diverse group activities to engage students in course material.
- Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Advisor to Link Crew (Mentoring club)
- Advisor to The Eagle (Newspaper club)
- Faculty Scholarship Jeans Day Coordinator
- Homebound Instructor
- Smyrna School District Teacher of the Year 2012
- NCTE (National Council of Teachers of English)
- ASCA (American School Counselor Association)

**Alamogordo Public Schools - High School English Language Arts Teacher**  
*Alamogordo, NM • 08/1998 - 08/2001*

- Prepared an implemented comprehensive English curriculum for ninth, tenth, and twelfth grade students.
- Worked with administrators on behavioral issues to support needs of all students.
- Disney National Teacher of the Year 1999
- Leadership Club (Faculty Advisor)
- Cheerleading Coach - JV/Varsity

**Alamogordo Public Schools - High School English Language Arts Teacher**  
*Alamogordo, NM • 08/1995 - 08/1998*

- Prepared and implemented comprehensive English curriculum for ninth grade students aligned with New York State Standards.
- Cheerleading Coach - Junior Varsity