

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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Driven academic director and peer support professional with more than 15 years of advanced and broad research experience and education project management using multiple methods and analytical software. Proven record in study design, collection procedures, and data analysis and dissemination with extensive training and deep knowledge in various learning modalities and instruction. Passionate about supporting student learning and building diversity and equity in higher education.

## SKILLS

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- Project Management
- Deep knowledge on Learning Strategies
- Programming Design, Assessment, and Evaluation
- Curriculum Development
- Higher Education Academic Support
- Education Administration
- Professional Lecture and Workshop Development
- Commitment to Diversity, Inclusivity, and Equity

## EDUCATION

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### Ph.D.: Sociology

Loyola University of Chicago - Chicago, IL

### Master of Arts: Sociology

DePaul University - Chicago, IL

### Master of Arts: Educational Instruction

Concordia University Chicago - River Forest, IL

### Bachelor of Arts: Sociology

Northern Illinois University - Dekalb, IL

## WORK HISTORY

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12/2020 to Current **Instructor/Curriculum Development**

Milliman – Vienna, VA

- Implemented and optimized new curriculum and day-to-day instruction to align educational strategies with industry best practices.
- Created guides and course materials to reiterate lecture information and help students.
- Observed other instructors and lecturers, gathering valuable techniques to be implemented into future lectures and courses.
- Initiated new learning methods, promoting total student comprehension through survey data collection and analysis.

01/2017 to Current **Consultant**

SPARX Equity Consulting – City, STATE

- Initiated success of client's organization by improving performance, workplace practices and management systems.
- Assessed and analyzed program and performance progress, education initiatives and leadership.
- Educated staff on organizational mission and goals to help employees achieve success.
- Gathered, organized and input information into digital database.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Liaised between multiple stakeholder divisions to improve communications.

08/2003 to 01/2021 **Professor/Director**

Concordia University-Chicago – City, STATE

- Conducted on-going program assessment, including enrollment and retention tracking.
- Advanced programming and course development moving program from 6th to 2nd largest
- Collaborated with faculty and community stakeholders for program improvement.
- Mentored students and peers in various capacities.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations, including visual, aural and social learning strategies.
- Shifted between informal and formal methods of teaching to create multi-layered web of learning incorporating experiments, practical activities, discussions and projects into lessons.
- Developed and implemented multidisciplinary research teams.

02/2019 to 03/2020 **Curriculum Specialist/Instructor**

College Of DuPage – City, STATE

- Evaluated course and testing materials, altering content and delivery to achieve student learning goals and align with state standards and best practices.

08/2000 to 08/2003 **Assistant Researcher/Probation Officer**

DuPage County Probation – City, STATE

- Assisted with institutional research compiling and analyzing large data sets using SAS.
- Coordinated community and placement resources.
- Built relationships with defendants and community stakeholders.
- Managed compliance documents and participated in court proceedings.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection