

JESSICA CLAIRE

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SKILLS

- Providing Feedback
- Multimedia Presentations
- Active Listening
- Social Sciences
- Higher Education
- Instructional Strategies
- Library Resources
- Complex Problem-Solving
- Support Networks
- Committee Leadership
- Virtual Classrooms
- Teaching and Instruction
- Cultural Awareness
- Effective Written and Verbal Communication
- Individual Education Plan Expertise
- Federal Guidelines
- Multimedia Integration
- Language Skills
- Informative Lectures
- Collections Understanding
- Clerical Support
- Interactive Media
- Current Events
- Google Drive
- Social and Academic Development
- Office Meetings
- Program Operations
- Office Supplies and Inventory
- Learning Modalities
- Providing Resources
- Client Satisfaction
- Distance Learning
- Document Coordination
- Google Slides
- Different Learning Styles
- Educational Settings
- Instructional Techniques
- Daily Facility Operations
- Virtual Communities
- Individual Mentoring
- Conflict Management

EDUCATION

American Coaching Academy
Raleigh, NC • 04/2020
Certificate: Life And Academic Coaching

The Pennsylvania State University - Capital Campus
Middletown, PA • 12/2013

Master Of Business: American Studies

- Completed professional development in Museum Studies and Public Heritage

Bucknell University
Lewisburg, PA • 05/2006

Bachelor Of Arts: American History

Bucknell University
Lewisburg, PA • 05/2006

Teaching Certificate: Social Sciences Education

CERTIFICATIONS

- Social Studies, 7-12 Certification (Pennsylvania)
- Life Coach Certification
- Academic Coach Certification

PROFESSIONAL SUMMARY

Productive Historian with excellent problem-solving and time management skills. Teach students fundamentals of social studies, including human geography and cultural awareness. Organized and efficient with maintaining student records and completing progress reports. Ready to apply historical and public heritage expertise to dynamic new position.

WORK HISTORY

Bremen High School District 228 - Social Science Teacher
Midlothian, IL • 08/2021 - Current

- Maintained awareness of relevant current events and quickly incorporated study into curriculum.
- Educated students regarding national and global social issues and influencing factors.
- Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition.
- Used computers, audio-visual aids and other equipment to supplement presentations.
- Met or exceeded course and student performance goals.
- Discussed important historical figures, dates and events which helped shape modern world.
- Planned learning activities that provided students with opportunities to observe, question and investigate social studies topics.
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
- Established and supported positive educational environment for student learning.

Universal Health Services - Social Science Teacher
Spokane, WA • 08/2006 - 08/2021

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- Educated students regarding national and global social issues and influencing factors.
- Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition.
- Used computers, audio-visual aids and other equipment to supplement presentations.
- Met or exceeded course and student performance goals.
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- Planned learning activities that provided students with opportunities to observe, question and investigate social studies topics.
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
- Devised lesson plans reflecting student educational, cultural and language diversity.

Lake Tobias Wildlife Park - Animal Education Manager
City, STATE • 05/2000 - 09/2007

- Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.
- Reviewed and edited all training materials for accuracy and company policy compliance.
- Managed new employee orientation training process for more than **Number** employees each year.
- Organized and edited training manuals, multimedia visual aids and other educational materials.
- Directed field training to enhance participants' skills.
- Led daily, weekly and monthly coaching, counseling and feedback sessions.
- Trained new hires to perform cross-training exercises with experienced workers.
- Conducted orientation sessions and organized on-the-job training for new hires.
- Communicated all learning and performance objectives, schedules and training assessments to upper management.
- Implemented new learning strategies depending upon employees' skill levels.
- Worked flexible hours across night, weekend and holiday shifts.
- Developed and maintained courteous and effective working relationships.
- Maintained energy and enthusiasm in fast-paced environment.
- Identified issues, analyzed information and provided solutions to problems.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Handled specimens and conducted tests according to established protocols, keeping efficient records on all experiments.
- Improved operations through consistent hard work and dedication.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

ACCOMPLISHMENTS

- Translation and handling of Civil War documents
- Developed summer camp activities for museum education purposes
- Compiled photographs for Civil War historical display
- Research in Special Collections with primary documents

LANGUAGES

Spanish:
Negotiated: