

# JESSICA CLAIRE

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📍 Montgomery Street, San  
Francisco, CA 94105

## SKILLS

- Educational programming planning and management
- Gardening expertise
- First Aid/CPR
- Staff Management
- Educational staff supervision
- Organization
- MS Office
- Volunteer Coordination

## EDUCATION

University of Arkansas,  
Fayetteville  
Fayetteville, AR • 2013

*Bachelor of Arts: Anthropology*  
• Received a combined major in  
Anthropology and African and  
African American Studies

Natural Epicurean Academy of  
Culinary Arts  
Austin, TX

*Certification in Culinary Arts:*  
Culinary Arts  
• Completed a plant-based  
professional chef training  
program as well as a hands-on  
internship.

## PROFESSIONAL SUMMARY

Enthusiastic program director eager to contribute to team success through hard work, communication, attention to detail and excellent organizational skills. Motivated to learn and grow in the non profit industry.

## WORK HISTORY

Davis Joint Unified School District - Farm Education Director  
Davis, CA • 05/2017 - Current

- Directed a total of 15 weeks (5 weeks each summer) of immersive and hands on summer camps over the course of 3 years. In response to the COVID-19 pandemic, created virtual content and developed an engaging farm camp kit that could be done from home.
- Worked with nearly 10,000 children of varying age, interest, skill and developmental levels over three years.
- Chose materials and developed lesson plans to enhance skills for individual students.
- Screened volunteers and staff members applying for service, interviewing, reviewing application documents and running background checks on prospective volunteers and staff.
- Lead all in-person staff and volunteer training events for the farm education program.
- Oversaw farm education volunteers and maintained their weekly schedules.
- Coordinated and ran volunteer events for outside organizations, schools, and corporations.
- Developed volunteer policies and procedures, including handbooks and guidelines for volunteers.
- Improved success of program by making proactive adjustments to operations.
- Interacted with internal partners and obtained detailed information about organization's mission and goals to form solid foundation for grant applications.
- Worked with schools, clubs, and other organizations to understand needs and provide on the farm field trips and in-school programs.
- Maintained Arcadia's educational garden space. In response to the COVID-19 pandemic, we shifted our course and used food grown in our educational space for donations.
- Used skills to grow new plants from seeds, clippings, and bulbs.
- Created and kept detailed records of all farm education programs (# of visitors, adults, etc.), as well as administered pre and post assessments to students and teachers to track changes in knowledge.
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Aspen Skiing Company, L.L.C. - Farmers' Market SNAP Coordinator  
Aspen, CO • 09/2016 - 05/2017

- Managed on-site SNAP transactions between vendors and patrons.
- Relayed information and guidelines concerning SNAP and FAB (Fresh Access Bucks) to market patrons and vendors.
- Assisted with tracking of transactions and gathering market data.
- Reviewed and resolved differences between accounting information and cash drawer.
- Supported set up and break down of markets, as well as collecting rent money from vendors.

Market On South - Kitchen Manager

City, STATE • 09/2015 - 09/2016

*Market on South provides on-site casual, vegan-friendly dining, in addition to catering private and public events.*

- Oversaw food preparation and monitored safety protocols.
- Delivered in-depth training to workers in food preparation and customer-facing roles to promote strong team performance.
- Scheduled and received food and beverage deliveries, adhering to food cost and budget.
- Maintained kitchen cleanliness and sanitation through correct procedures and scheduled cleaning of surfaces and equipment.
- Maximized quality assurance by completing frequent checks of line..
- Developed recipes and menus by applying understanding of market demand and culinary trends.

East End Market - Culinary Intern

City, STATE • 07/2014 - 04/2017

*East End Market is a local food hub and incubator kitchen for small businesses in the Orlando area. Due to working in proximity with 50+ local businesses at a time, I was able to stage and work with food stalls as well as other businesses that were housed within East End.*

- Assisted with facilitating workshops and public classes under the supervision of the Culinary Director.
- Led set up and break down of public and private events.
- Involved in prep-work and menu planning for events, fundraisers, private clients, and public classes.
- Maintained kitchen and workspace organization, cleanliness, and opening/closing procedures.
- Connected and worked with chefs and cooks across the state of Florida and USA at events and functions.
- Restocked inventory and ingredient items to maintain optimal kitchen efficiency.