

# Jessica Claire

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## Professional Summary

Experienced Middle School Science Teacher successful at building positive teacher-parent relationships to support student success. Open and clear communicator and creative problem-solver. Highly qualified with over 16 years in classroom environments.

## Skills

- Career Day Coordinator
- Middle School Student Council Sponsor
- Gulf Coast Humane Society Pet Supply Drive
- Toys for Tots Campus Coordinator
- The Purple Door Campus Coordinator
- Red Ribbon Week Coordinator
- Middle School Cheerleading Sponsor
- Animal Shelter Kingsville (ARK) Pet Drive
- CASA of the Coastal Bend Campus Coordinator

## Work History

- 06/2012 to Current

**Middle School Science Teacher**  
**Paterson School District – Paterson, NJ**

  - Administered assessments and standardized tests to evaluate student progress.
  - Worked in team-based environment with junior teachers, specialists and administrators to provide best education for students of all skill levels.
  - Completed in-service and additional training to maintain professional growth.
  - Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
  - Worked with administrators on behavioral issues to support needs of all students.
  - Kept laboratory environment neat, well-stocked and safe for students.
  - Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
  - Created hands-on activities to demonstrate scientific principles and highlight various topics.
  - Cultivated relationships with parents for complete support network.
  - Prepared and implemented lesson plans covering required course topics.
  - Kept classroom organized, clean, and safe for all students and visitors.
  - Understood critical development years for adolescent minds and structured lessons to meet cognitive abilities.
  - Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.
  - Communicated with students and parents regarding academic progress, assignments and behavior.
  - Demonstrated positive and effective classroom management skills.
  - Maintained assignment grades and worked closely with students needing additional mentoring.
  - Provided student academic support outside class time to improve learning and performance.
  - Offered clear and constructive student discipline, discouraging inappropriate behavior and bullying.
  - Demonstrated willingness to accept feedback and make corrections based on advice from peers, parents and principal.
  - Assessed student comprehension through regular quizzes, tests and assignments.
  - Leveraged diverse learning strategies to prepare students for higher-level education requirements.

11/1997 to Current

**Registered Pharmacy Technician**  
**Memorial Healthcare System – Hollywood, FL**

- Solved customer problems in-person or over telephone by providing assistance with placing orders, navigating systems and locating items.
- Performed various pharmacy operational activities with strong commitment to accuracy, efficiency and service quality.
- Calculated dosage, filled prescriptions and prepared prescription labels with absolute accuracy.
- Verified patient data and billing information to discover and resolve erroneous bills due to system errors.
- Set up and modified patient profiles in REVO to include current information such as medications and insurance details.
- Helped pharmacist clear problematic prescriptions and address customer questions to keep pharmacy efficient.
- Stocked, labeled and inventoried medication to keep accurate records.
- Resolved non-routine issues like third party billing, computer system and customer service issues.
- Monitored ordering of pharmacy medication stock to maintain streamlined inventory and low overhead.
- Ordered medicines daily to replenish stock and increase inventory in anticipation of need.
- Restocked pharmacy shelves with current merchandise to drive consistent peripheral sales.
- Consulted with insurance company representatives to complete claims processing, resolve concerns and reconcile payments.
- Collected co-payments or full payments from customers.
- Answered incoming phone calls and addressed questions from customers and healthcare providers.
- Communicated with prescribers to verify medication dosages, refill authorizations and patient information.
- Reviewed and verified customer information and insurance provider information.
- Entered and processed patients' prescriptions into internal system.
- Counted and labeled prescriptions with correct item and quantity.
- Coordinated with insurance representatives to process claims and calculate correct co-pay information for patients.
- Maintained proper drug storage procedures, registries, and records for controlled drugs.
- Performed wide range of pharmacy operations with strong commitment to accuracy, efficiency and service quality.

08/2004 to 05/2012

**Middle School Science Teacher**  
**Paterson School District – Paterson, NJ**

- Administered assessments and standardized tests to evaluate student progress.
- Worked in team-based environment with junior teachers, specialists and administrators to provide best education for students of all skill levels.
- Completed in-service and additional training to maintain professional growth.
- Worked with administrators on behavioral issues to support needs of all students.
- Kept laboratory environment neat, well-stocked and safe for students.
- Cultivated relationships with parents for complete support network.
- Prepared and implemented lesson plans covering required course topics.
- Kept classroom organized, clean, and safe for all students and visitors.
- Communicated with students and parents regarding academic progress, assignments and behavior.
- Demonstrated positive and effective classroom management skills.
- Diversified teaching techniques and learning tools help students with differing ability levels and varied learning modalities.
- Assessed student comprehension through regular quizzes, tests and assignments.
- Coordinated and collaborated with other faculty members during lesson plan development.
- Planned and escorted student field trips relevant to current science course work.
- Offered clear and constructive student discipline, discouraging inappropriate behavior and bullying.
- Leveraged diverse learning strategies to prepare students for higher-level education requirements.

## Education

- 05/2004

**Bachelor of Science: Biology**  
**Texas A&M University - Kingsville - Kingsville, TX**

## Certifications

- Texas Educator Certificate Science Grades 4-8
- Texas Educator Certificate English as a Second Language (ESL)
- State Board of Pharmacy Registered Technician #100018