

JESSICA CLAIRE

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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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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
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CERTIFICATIONS

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