
JESSICA CLAIRE

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India: ♦ : ♦ single: ♦

SUMMARY

Result driven, detail oriented and highly motivated department head with over 8 years of experience in leading teams in the design and implementation of science based educational programs for diverse audiences. Who enjoys fast paced environments, managing multiple projects, making a positive impact in communities through science based education and being part of pioneering teams. In current role designed and implemented a speakers bureau led by trained volunteers to fulfill needs of delivering science based educational programs to the public. This in turn increased public outreach by 18% while also increasing morale within the volunteer organization.

SKILLS

- Strong leadership skills
- Able to work in a diverse group as well as a self-directed individual
- Excellent written, oral and communication skills
- Ability to multi-task and work under pressure
- Strong planning and organizing skills
- Dominance of MS Office software
- Computer literacy in cloud based data access and share software such as Google Drive
- Experience with project management software such as Asana
- Problem solver
- Full lifecycle program manager
- Training and Development

EXPERIENCE

Department Head, 06/2022 - Current

Ocean State Job Lot â€™ Rockland, ME,

- Manage an annual department budget of \$225K+
- Develop and submit office budget to the executive leadership team
- Discuss budget issues with all departments within the office and with the executive leadership team
- Manage day to day operations of the County Extension office to ensure that the entity achieves its objectives
- Attend or have representation at community based stakeholder meetings
- Provide monthly reports to County administration, community based partners, stakeholder groups and Rutgers University administration
- Hold structured monthly office meetings with staff and faculty
- Create and distribute an annual county report
- Ensure that all faculty/staff and partners use a common calendar/scheduling system
- Work closely with administrative assistant to complete tasks

Agriculture & Natural Resources Program Associate II, 09/2018 - Current

Rutgers University, Cooperative Extension â€™ City, STATE,

- Coordinator of a volunteer training program that helps the organization achieves its objectives through science based education programs
- Manage a team of 102 volunteers that deliver education outreach programs through a non-profit organization
- Implemented a volunteer management software which increased stakeholder engagement by 20% and increased efficiency in the development of monthly and annual reports by 60%
- Manage multiple projects, coordinate the work of volunteers and partners while ensuring compliance with program policies and monitoring program budgets
- Identify opportunities, asses the needs of stakeholders and strengthen the program by maintaining a working relationship with the county and partner organizations
- Designed and implanted a customer service training manual based on stakeholder needs and the technical services provided by the organization which in turn increased pulic engagement by 30% and increased efficiency in delivery of services by 42%
- Membership on the County Agriculture Development Board and County Master Gardener Board
- Educate farmers and landowners on techniques to maximize plant growth and land use while reducing natural resource conservation issues such as soil erosion
- Improved existing programs and resource materials to increase diversity equity and inclusion initiatives for horticulture and urban agriculture topics for which I won the state award for equity diversity and inclusion
- Oversaw program changes from inception to successful implementation, resulting in an increase in volunteer annual retention of 11%

Director & Landscaping Contractor, 06/2013 - 07/2018

Passiflora Corp. City, STATE,

- Direct contact and coordination with clients, vendors, and oversee operations
- Recruited, hired and trained employees on operations and performance expectations
- Forecast employee work schedules and resources needed for new and existing projects
- Identify, communicate and follow up on improvements
- Design and oversee construction of residential and commercial projects
- Develop and present proposals for the construction and maintenance of edible gardens
- Develop planting and maintenance schedule for edible gardens
- Conduct soil testing and provide recommendations
- Develop and organize educational workshops on urban farming topics for the public and community based projects
- In schools, develop programs and coordinate with the school liaison to organize the execution of harvest and replanting activities for up to 206 students, six times a year
- Built strong referral network to generate new business opportunities

Curriculum Development & Specialist Teacher, 07/2010 - 11/2017

Casa De Los Niños, Montessori School City, STATE,

- Develop and implement an agricultural science curriculum for middle school which in turn expanded to elementary school
- Design and oversee construction and maintenance of the school's organic edible gardens
- Successfully apply and attain grants to expand the organic edible garden project
- Develop a pioneer, on site, "school-grown" farmers market and oversee its operation
- Design a greenhouse where students could propagate vegetable crops for the edible garden and oversee its operation
- Coordinate with outside vendors and contractors as it related to the greenhouse and gardens
- Teach agricultural science class to middle school students and serve as main liaison in coordinating educational workshops in situ
- Design and implement conservation practices for a stream within the school property, soil erosion was a major concern for the school community
- Students were integrated in the implementation of this buffer with an emphasis on the use of native flora

EDUCATION, PROFESSIONAL AFFILIATIONS AND AWARDS

Bachelor of Science: General Agriculture , 06/2009

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Universidad De Puerto Rico - Mayaguez,

GPA:

- Asociaci3n de Estudiantes Agricultores, 2006-2009
- CAPR Lic#-5042- Licensed Agronomist, Colegio de Agr3nomos de Puerto Rico

, 01/2020

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Rutgers Cooperative Extension - New Jersey ,

GPA:

The Best of the Best Team Award. State award recipient, as team, for excellence in designing and implementing an innovative education program to reduce food waste in schools

, 01/2021

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Rutgers Cooperative Extension - New Jersey,

GPA:

Diversity Equity and Inclusion (DEI) Award. State award recipient of the year for designing and implementing DEI initiatives in new and existing horticultural and urban agriculture programs