

JESSICA CLAIRE

✉ resumesample@example

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📍 Montgomery Street, San
Francisco, CA 94105



SUMMARY

Enthusiastic Educator with superb leadership and communication skills from 13 years of sales, management and Marketing experience. Easily cultivates trusting and productive relationships with students, parents, teachers and administration.

HIGHLIGHTS

- Flexible and adaptive
- Differentiated instruction specialist
- Fluent in Spanish
- Cross-functional team management
- Sound judgment
- Calm under pressure

EDUCATION

Felician College
, • 2013 – “
MA: Education - GPA:
NJ certified-Elementary K-6 and
Special Education

Binghamton University
, • – “
BA: Sociology and
African American
Studies - GPA:

EXPERIENCE

- Kids Peace Mesabi Academies - Teacher
Muncie, IN, • • 09/2013 - Current
- Collaborates with principal, and other professionals to educate students.
 - Assures planning and implementation of age-appropriate instructional activities that further Catholic philosophy and school's goals.
 - Established clear objectives for all lessons, units and projects.
 - Integrates educational technology throughout the curriculum.
 - Insures classroom atmosphere fosters and reflects Catholic faith and values.
 - Organizes curriculum and instructional materials that accommodate learner differences, plans for both long and short-term instructional goals.
 - Evaluates student progress to improve quality of instruction and maintains accurate and current records.
 - Establishes and maintains consistent, appropriate student behavior and uses/teaches strategies to resolve conflict effectively.
 - Communicates effectively with students, parents, fellow staff members, school administrator, and priest.
 - Actively participates in fund raising initiatives, open house, recruitment activities, staff meetings, professional development and workshops.

- Kern County Superintendent Of Schools Office - Kcsos - Preschool Teacher
Bakersfield, CA, • • 08/2011 - 06/2012
- Foster cognitive, social and emotional growth in young children.
 - Prepare children for kindergarten by introducing concepts in math, language arts, social studies and science.
 - Plan and carry out a thematic approach to curriculum targeting different areas of child development such as language, motor and social skills.
 - Develop schedule, routine and daily activities to ensure children have adequate physical activity, learning, playtime and rest.
 - Keep records of children progress and inform parents about their child's developments.

- Jones Lange Lasalle Inc. - Assistant Manager of Artist Relations
Enid, OK, • • 04/2007 - 06/2009
- Develop niche marketing initiatives to expanded product and company recognition to support the sales and marketing teams.
 - Increased brand awareness through Membership program, Master Classes, industry events and trade shows.
 - Identified customer needs through market research and analysis.
 - Established and maintained cooperative relationships with representatives of community, consumer, employee and public interest groups.
 - Liaison for Artist Relations department, Retail locations, International markets and industry presenters.
 - Develop and execute acquisition strategies, oversee event calendar, program initiatives and recommend budgets for future events.
 - Track and process all spending of department's \$6 million budget.
 - Analyze revenue generated from events and track data collected from consumers to impact future planning and marketing strategies.
 - Manage direct mail execution including printed material production and distribution.

- Hudson Group - Event Coordinator
Trafalgar, IN, • • 03/2004 - 03/2007
- Coordinate all educational trainings for the Northeast Region including Basic, Update, Workshops and Special events.
 - Gather information for training budget, database, employee reviews and evaluate the distribution regional training support for the Northeast region.
 - Secure branding opportunities with fashion designers for Bridal fashion week; Oscar De La Renta, Carolina Herrera, Valentino and Angel Sanchez.
 - Coordinate makeup artistry support for celebrity clients and entertainment industry events.
 - Build make-up artist teams for 89 fashion shows NY Fashion week for 5 consecutive seasons.

- Nordstrom - Retail Manager
City, STATE, • • 09/2001 - 03/2004
- Maintained top grossing cosmetic counter in Nordstrom for four consecutive years.
 - Achieved \$2 million in sales by identifying sales goals and objectives for staff.
 - Managed and developed a staff of 12 makeup artists.
 - Completed monthly schedules according to payroll policies.
 - Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts.
 - Addressed and corrected sales staff communication issues in a tactful and effective manner.
 - Resolve customer issues in efficient manner.
 - Develop strong relationships with store manager, visual team and buying team to achieve optimal success of M.A.C's business with retailer.

SKILLS

- Time Management
- Budget Analysis
- Team leadership
- Public Relations
- Event Management
- Strategic Planning
- SMART Board Proficient
- Knowledge of Prezi, Glogster, Excel and Outlook