

JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105



SUMMARY

A dedicated Teacher and Marine Corps Veteran experienced in many different working environments, I am accustomed to leading coworkers in both large and small teams to create innovative solutions.

HIGHLIGHTS

- Experience working special students
- Knowledgeable in distance learning techniques
- Goal Setting
- Strong communication skill
- MS Office
- Deadline-oriented
- Employee training and development

EDUCATION

Robert Morris University
Moon Twp., PA • 12/2009 –

Master of Science: Instructional Leadership - GPA: 3.96
Credits Earned: 30 Semester hours
Alpha Chi National College Honor Society

Robert Morris University
Moon, PA • 05/2006 –

Bachelor of Arts: Social Studies - GPA: 3.38
Credits Earned: 84 Semester hours
Level I PA Teacher Certification Social Studies
Level I PA Teacher Certification Middle Level Mathematics

EXPERIENCE

Archdiocese Of San Antonio - Teacher
Seguin, TX, United States • 07/2007 - 11/2016

- Teaching a variety of asynchronous courses (Law, Government, Algebra, Sociology, Pennsylvania History, Political Science) to all students across multiple schools in multiple states.
- Create and implement individualized academic plans for gifted students as well as students with disabilities.
- Create new courses for delivery via multiple LMS Platforms to client schools (to include all content and assessments).
- As Department Chair duties included leading a team of 8 teachers while maintaining a high level of professionalism and technical proficiency, training new teachers and maintaining appropriate records.
- As SAP coordinator duties included identifying and communication to the appropriate team members those student behaviors that presented a threat to student learning and ensuring at-risk students were connected with relevant social services.
- Supervisor: Rodney Slappy (1 866-990-6637)

Southwest Stage Funding LLC, Cascade Financial Services - Appraisal Coordinator
Austin, TX, • 03/2006 - 06/2007

- Manage process of national real estate appraisals.
- Facilitate communication between appraisers, lenders, buyers, and sellers.
- Maintain records of all actions taken from incoming orders through to acceptance of appraisal documents and loan closing.
- Troubleshoot the process via phone contact and email.

INTERESTS

- Family
- Golf
- Swimming
- Camping

MILITARY SERVICE

United States Marine Corps
June 1988 to December 1995
Highest Rank: Corporal

Squad Leader in Heavy Weapons Infantry Company Lead, train, and inspire Marines in a heavy weapons platoon in support of global operations while assigned to: Weapons Company 3rd Bn. 25th Marines, Moundsville, WV Weapons Company 2nd Bn. 23rd Marines, Port Hueneme, CA