
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ H: (555) 432-1000 ♦ C: ♦ resumesample@example.com ♦ Date of Birth: ♦ India: ♦ : ♦ single: ♦

SUMMARY

Talented professional with diverse experience in planning and implementing various activities for promoting social and intellectual growth of students.

HIGHLIGHTS

- Certified in Early Childhood Education
- Title I knowledge
- Curriculum development
- Standardized testing techniques
- Learning assessments
- IEPs knowledge
- Differentiated instruction specialist
- Excellent classroom management
- Teaching, tutoring and counseling
- Experience working special needs students
- Effectively work with parents
- Motivating students
- Interactive teaching/learning
- Innovative lesson planning
- Urban public schools background
- Experiential learning
- Microsoft Office and Outlook proficiency
- SMART Board familiarity
- Data-driven curriculum expertise

ACCOMPLISHMENTS

Named "Teacher of the Year" in 1998 and 2000.

PROFESSIONAL EXPERIENCE

Reading Language Arts/Math Teacher, 09/2013 - Current

Universal Health Services "North Little Rock, AR,

- Developed individual educational plans (IEP) designed to promote educational, physical and social development.
- Incorporated engaging texts to enhance literacy skills and foster a fun and engaging learning environment.
- Coached students and reviewed test material in preparation for Maryland state-wide standardized tests.
- Assessed student progress weekly, monthly and quarterly.
- Integrated technology into the curriculum to develop students' word processing and research skills.
- Set and enforced clear deadlines for student work.
- Alerted administrators to any concerns about student performance and progress.
- Planned and conducted hands-on activities to provide students with opportunities to observe, question and investigate.
- Continued to develop knowledge of Reading and Mathematics through continued education courses.
- Helped students develop and improve study methods and habits.
- Used a variety of teaching methods such as lectures, discussions and demonstrations to enhance learning.

Paraprofessional, 2007 - 09/2013

Nexstar Media Group Inc. "Fresno, CA,

- Kept accurate records of student performance, maintaining the confidentiality of student records and information at all times.
- Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field.
- Implemented remedial programs for students requiring extra help.
- Coordinated after school tutoring hours with other teachers to help students in need of extra attention.
- Enhanced lessons using Smart Board technology and computers.
- Successfully transitioned sixth graders into the middle school setting and eighth graders into the high

school setting.

- Conducted small group and individual classroom activities with students based on differentiated learning needs.

Director, 11/2005 - 11/2006

Kindercare â€™ Bala Cynwyd, PA,

- Created and implemented a developmentally appropriate curriculum.
- Offered stimulating curriculum that accommodated all learning styles.
- Developed professional relationships with parents, teachers, and other specialists.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Identified staff vacancies and recruited, interviewed and selected applicants.
- Managed team of 20 of professionals.
- Completed daily paperwork for agencies such as Child Protection Services and Resource and Referral Centers.
- Distributed quarterly educational assessments, similar to report cards, to each parent.
- Increased profits by developing, initiating, and managing day care expenses.
- Planned and negotiated media buys, including TV, radio, print and digital.
- Managed the in-house advertising program consisting of print and media collateral pieces.

Teacher, 05/1997 - 04/2005

Great Commission Academy â€™ City, STATE,

- Used a variety of teaching methods such as lectures, discussions and demonstrations.
- Met with parents and guardians to discuss studentsâ€™™ progress at least once per semester.
- Enforced both classroom and administration policies and rules at all times.Established positive relationships with students, parents, colleagues and administrators.
- Encouraged discussion of class material to promote critical thinking.
- Implemented remedial programs for students requiring extra help.
- Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field.
- Kept accurate records of student performance, maintaining the confidentiality of student records and information at all times.
- Assessed student progress weekly, monthly and quarterly.
- Developed, administered and corrected tests and quizzes in a timely manner.
- Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.
- Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
- Earned positive verbal/written feedback from parents regarding classroom instruction and student learning success.
- Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials.

EDUCATION

Bachelor of Arts degree: English, 2013

-

University of Maryland University College - Adelphi, MD

GPA:

Minor in Women's Studies

COMPUTER SKILLS

excel, power point, Microsoft word,

ADDITIONAL INFORMATION

- Honors/ Awards: Recognition of Outstanding Teacher, and Teacher of the Year.