

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍, , 100 Montgomery St. 1
Floor



SUMMARY

Hardworking and reliable individual with strong ability to multi-task. Offering proficient technology skills and strong communication skills. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS

- Hands-On Learning
- IEP Familiarity
- Health and Wellbeing
- Verbal Crisis Prevention Intervention
- Computer Skills
- Good Work Ethic
- Critical Thinking
- Active Listening
- Friendly, Positive Attitude
- Microsoft Office
- Data Management
- Planning & Organizing

EDUCATION AND TRAINING

West Chester University of
Pennsylvania
West Chester, PA • 08/1994 â€”
â€”

Master of Arts: Education - G

Indiana University of
PA
Indiana, PA, • 05/1990
â€” â€”

Bachelor of Arts:
Teaching - GPA:

EXPERIENCE

Rubio's Restaurants, Inc. - 8th Grade English Language Arts Teacher
Marina Del Rey, CA, • • 07/2004 - 06/2022

- Met with parents to share perspectives on child's strengths and weaknesses.
- Determined lesson objectives and clearly communicated to students.
- Devised lesson plans aligned with curriculum and met varying student needs.
- Used positive reinforcement method to redirect poor behavior.
- Evaluated students' academic performance, social development and behavior.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

BlochbergerOctorara School District - Teacher (Various Grade Levels and Subjects)
City, STATE, • • 07/1990 - 06/2022

- Encouraged student critical thinking and discussion using variety of teaching techniques.
- Built and strengthened positive relationships with students, parents and teaching staff.
- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Assisted fellow teachers with assignment development, special projects, tests, administrative updates and grading.
- Worked outside normal hours to be available to answer parent and student questions.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.
- Tutored children individually and in small groups to help with difficult subjects.
- Remained calm and patient in student interactions to support individual growth and development.
- Motivated students to be more engaged in classes through applying positive reinforcement techniques.

Target - Cashier
City, STATE, • • 11/2017 - 01/2018

- Processed sales transactions to prevent long customer wait times.
- Worked closely with front-end staff to assist customers.
- Helped customers find specific products, answered questions and offered product advice.
- Delivered high level of customer service to patrons using active listening and engagement skills.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.