

JESSICA CLAIRE

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Summary

Training specialist knowledgeable about theories and methods used in designing, developing and delivering successful training programs and adult learning concepts.

Highlights

- MS Office (Word, PowerPoint, Excel, Access, Outlook)
- Apple (Word, Excel, PowerPoint)
- Lotus Notes 8.0
- Web 2.0 tools such as Adobe Breeze Connect, Blackboard Collaborate(web conferencing)
- Elluminate (web conferencing program)
- Jing
- Prezi (presentation editor)
- Screencast-O-Matic (online screen recording)
- Eyejot (browser based video)
- GoTo Meeting
- iCreate, iHyperstyles,Net documents (legal software)
- Apple iPad Orientation
- Google (Docs, Sheets, Slides, Presentations, Forms)
- Maintained IT website
- E-learning Project:ToolBook 9.0 (<http://courseweb.stthomas.edu/ccchou/projects/patricia/>)
- Proficient in MS Office Products
- Lesson planning
- Broad of Trustee Interim Chair, Greater Friendship Missionary Baptist Church
- Co-Chair of Faculty Appreciation Night at Wayzata High School

Skills

Adobe, Apple products, excellent communication, verbal/written communication, interpersonal skills, computer applications delivery, training and delivery, group facilitation, instructor, instructional design, leadership skills, organizational skills, Presentations, seminars/workshops, public speaking, teamwork, legal trainer/software, Software: Lotus Notes, MS Office (Access, Excel, Outlook, PowerPoint, Word) ToolBook 9.0 software

Experience

Program Manager, Personalized Learning Platform, 03/2013 to

Aarp â€” Bismarck, ND,

- Coordinating communications for the DELL learning platform to faculty and staff
- Plan, manage and carry out the professional development for the Personalized Learning Platform
- Facilitate professional development sessions of the learning platform with instructors, IT staff and administrators
- Managing all professional learning aspects of the platform

Technology Trainer, 2013 to

Adtalem Global Education Inc. â€” Munster, IN,

- Training and software support for the firm
- Conduct computer-related training classes and one-on-one training sessions for attorneys and support staff
- Develop training programs and curricula for employee orientation

Applications Instructor, 07/2012 to

New Horizons Training Center â€” City, STATE,

- Provide innovative, practical and dynamic computer training solutions that save, time, increase productivity and improve the way in which people accomplish tasks.
- Prepare for each class and deliver state of the art training in computer software programs such as MS Office Suite and various other client applications including end user and technical programs
- Prepared, planned and trained at a conference for Eide Bailly (CPAs & Business Advisor's) on specific MS Office products.

Associate Dean of Faculty, 04/2010 to

MN School Of Business – City, STATE,

- Hire, supervise, evaluate and dismiss faculty annually on performance
- Train new hires with the new instructor training course
- Supervise and manage a staff of 45+ online instructors in various states
- Course development rebuild of Keyboarding class from Blackboard 8 to Blackboard 9.1
- Staff appropriate instructors for online classroom instruction in the areas of Paralegal, Health Care Management, Health & Exercise Science, Medical Assisting, and Massage
- Perform annual reviews on staff which includes performance appraisal, course observations, professional development

Adjunct Instructor Online, 08/2009 to

MN School Of Business – City, STATE,

- Develop and present the curriculum as stated in the course syllabus online
- Utilize various teaching methodologies appropriate for the specific course and content
- Prepare, administer and grade evaluation criteria to assess student progress on a timely basis
- Conduct online classroom learning with applicable procedures: Serving as moderator/facilitator, presenting lectures and demonstrations and other activities as appropriate.
- Incorporate presentation techniques appropriate to a variety of learning styles to accommodate different student needs.

Computer Instructor/Media Specialist, 2002 to 2009

Minneapolis Public Schools/K-12 Education – City, STATE,

- Provided for accessibility and utilization of available media center resources
- Counseled students in subject matter curriculum, college information, etc.
- Developed curriculum, assembled training materials, prepared goals and objectives and created lessons plans
- Provided innovative lecture techniques and teaching strategies for students
- Translated concepts to practice based on curriculum and instruction
- Demonstrated ability to prepare goals and teach to a diverse student body

Education

Master of Arts: Learning & Technology, 2010

University of St. Thomas - Minneapolis, MN

GPA:

Master of Education: Business & Industry Education, 2008

University of Minnesota - Minneapolis, MN

GPA:

E-Learning Certificate Program: , 2009

University of St. Thomas - Minneapolis, MN

GPA:

Bachelor of Science: Computer Science, 1989

Southern University A&M College - Baton Rouge, LA

GPA:

Additional Information

Community Involvement

- Literacy Volunteer at Oakwood Elementary School
- Eager to Learn Tutoring Program
- Co-Chair for Faculty Appreciation Night- Wayzata High School
- Board of Trustees, Chair - Greater Friendship Missionary Baptist Church