

JESSICA CLAIRE

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Professional Summary

Creative self-starter with multiple proficiencies: ideation and development of concepts and programs; persuasive, technical, and creative writing; team collaboration; client communication. Independent and solutions-oriented team player committed to exceeding customer expectations while juggling tasks, "driving" to meet deadlines. Diverse education background working with children of all ages and ability levels.

Skills

- Developing interpersonal relationships
- Meticulous written communication
- Creative content development
- Thorough research
- Editing written materials
- E-mail blast writing
- Organic SEO
- Social Media
- Concept development

Work History

Content Developer, 11/2012 to Current

Microsoft Corporation – Minneapolis, MN

- Write and/or edit website content, blogs, social media posts, and articles
- Client communication
- Research industry trends and contract subject matter
- Interview clients to gain perspective on their needs/desires
- Team collaboration: conceptualizing project specs and guiding clients according to their needs/objectives

Enrichment Generalist, 07/2014 to 04/2015

Pleasant Valley School District - Camarillo – Camarillo, CA

- Coordinate music program for youth & adults
- Communication with instructors, students, & parents regarding scheduling, policies, finances, & student progress
- Revise policies, procedures, & budget
- Encourage community involvement through cross-marketing

Substitute Teacher, 07/1999 to 09/2015

Sam Ash Music – Forest Hills, NY

- Actively involved children in learning
- Wrote lesson plans
- Assessed student learning and achievement
- Met with parents to develop solutions to conflicting educational and behavioral challenges

Piano Teacher, 09/1990 to Current

Self-Employed – City, STATE

- Plan, schedule, and teach group and individual music lessons
- Develop curriculum for children
- Organize, schedule, and oversee recitals
- Modify and arrange music for students' needs and ability levels
- Communicate goals and student progress with parents

Education

Graduate Studies: Ethnomusicology, 1999-2001

Crown College - St Bonifacius, MN

Bachelor of Science: Liberal Arts, 1999

University of Wisconsin - River Falls, WI

Certificate in Biblical Studies: Theology, 1994

Covenant Bible College - Prince Albert, SK, Canada