

CLAIRE VILLARD

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OBJECTIVES

- To acquire a position within the education industry that motivates children, challenges student thinking, bolsters confidence and raises overall achievement
- To apply problem-solving skills and strong work ethic to a challenging position

RELATED EXPERIENCE

New York City Department of Education (District 75 - P.S. 169M)

Special Education Teacher New York, NY

August 2011-June 2013

- Taught 12:1:1 6th Grade class (students primarily classified Emotionally Disturbed)
- Modified/adapted/differentiated curriculum based on the Common Core Learning Standards to meet students' needs
- Wrote Individualized Education Plans (IEPs) to facilitate special education services to meet the needs of individual students
- Collaborated with related service providers to ensure that students behavioral and academic needs are being met
- Lead teacher of 6th grade collaborative team (lead meetings, delegate responsibilities and follow-up to ensure task completion)
- Experience with Expeditionary Learning, CMP3, Social Emotional Learning, Running Records, Words Their Way, Reading A to Z
- Communicate regularly with parents/guardians regarding student achievement, behavior management and academic/behavioral successes
- Participated in teacher interviews, observations and advisory to in-school psychiatric agency (Queens Children's Psychiatric Center)
- Contributed various rubrics, graphic organizers, systems, strategies on a school-wide level
- Invited to and presented Common Core Math curriculum at the District 75 Principal's Meeting and various other professional developments
- Led school-wide professional development on Engrade (grading system)
- Scored 2012-2013 & 2013-2014 NYS ELA Exams (District 75)

NYC Teaching Fellows

New York, NY

June 2011-May 2013

Teacher

- Certified to teach District 75 Special Education grades 1-6 or 5-9
- Field training completed at P.S. 138M @ P33 in a 12:1:4 classroom for 5-8 year olds with Multiple Disabilities

Kids Enjoy Exercise Now (KEEN) Los Angeles, CA

June 2009-July 2010

Volunteer

- Volunteered at semi-monthly sessions to promote positive play for children with special needs
- Created a 2-minute promotional video and distribution strategy to increase awareness and recruit new volunteers
- Streamlined and managed session registration & coach/athlete pairing
- Instructed and oversaw volunteer training and activities
- Fielded parent, coach and athlete questions and concerns

Youth Exploring Passion (YEP) Los Angeles, CA

September 2008-May 2010

Executive Director

- Directed a mentorship program for pregnant and parenting teenagers in South Central Los Angeles to educate, promote and facilitate academic and career opportunities after high school
- Established official organization Constitution outlining objectives, protocols and regulations
- Managed an Executive Board of 10 members
- Coordinated the pairing of mentors and mentees to best suit strengths and schedules
- Broadened campus presence and increased membership by 20%

Tutor

- Tutored students in Grades 1-6 in reading comprehension and language arts (approx. 4 hours/student/week)
- Administered and assessed pretests, posttests and curriculum
- Developed age-appropriate, creative curriculum to meet each student's learning strengths & needs
- Communicated weekly with students' parents by providing oral and written feedback on student progress

OTHER EXPERIENCE

Freelance Graphic/Web Design New York, NY

June 2011-Present

- Design websites, print/digital media, invitations, etc. for various restaurants, bars, events, weddings and private clients

Pest Away Exterminating, Inc New York, NY

October 2010-May 2011

Director of Marketing & PR

- Re-branded the company with new slogan, logo, office, online presence and marketing campaign
- Artistically directed color, scheme, layout, navigation and wrote copy for 2 company websites
 - *The Bed Bug Survival Guide* (www.bedbugsurvivalguide.com)
 - Pest Away (www.pestawayinc.com)
- Coordinated office move, doubling office size (logistics, design, layout, storage, employee space transfer, etc.)
- Managed all company databases (CRM, logs, client contact info & time sheets)
- Created and followed up on all proposals (writing, structuring, formatting, etc.)
- Implemented & trained staff for new software systems (Salesforce & PestPacMobile)

EDUCATION

Pace University

New York, NY

May 2013

Master of Science in Teaching Students with Disabilities

GPA: 4.00

Trained in Therapeutic Crisis Intervention

Fall 2011

University of Southern California Los Angeles, CA

May 2010

Bachelor of Arts in Communications (Dean's List)

GPA: 3.59

AWARDS/CERTIFICATESTexas Certification

- Generalist (Grades EC-6)
- Generalist (Grades 4-8)
- Special Education (Grades EC-12)

New York Certification

- Students with Disabilities (Grades 5-9), Generalist, Initial Certificate
- Generalist in Middle Childhood Education (Grades 5-9), Initial Certificate
- Childhood Education (Grades 1-6), Generalist, Initial Certificate
- Students with Disabilities (Grades 1-6), Initial Certificate

Outstanding Teacher of the Year (Education Update)

June 2013

Exemplary Scholarly Achievement (Pace University)

May 2013

Dean's List (University of Southern California)

May 2010

COMPUTER SKILLS

MS Office, Notepad, FinalCut Pro, Adobe Photoshop, Adobe InDesign, HTML code, ZenCart, Google AdWords, Salesforce, PestPac, PestPacMobile, SMART Notebook