

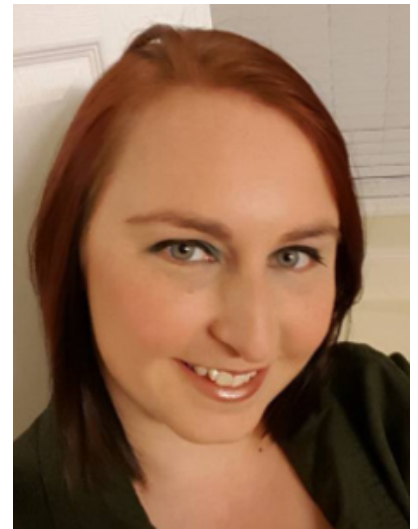
# Jessica Harpe

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Cell: (912) 536-7448

Email: [jessicaharpe@snhu.edu](mailto:jessicaharpe@snhu.edu)

*Reliable lead teacher with Child and Family Development degree. Has 3 years of experience in the classroom setting, as well as, 5 years of experience in the restaurant industry. Is working towards a degree in Graphic Design with emphasis in Web Design.*



## **Education**

Georgia Southern University

**Major:** Child and Family Development

Southern New Hampshire University

**Major:** Graphic Design

## **Skills**

Customer and Personal Service Skills

Time Management, Computers and Electronics, Monitoring, and Education and Training

Computer skills

Microsoft productivity software (Word, Excel, etc.) and Adobe Creative Suite

## **Experience**

### **Carrington Academy**

Lead Early Intermediate Teacher - Cumming, GA - August 2017 -Present

- Supervise students in classrooms, halls, and playgrounds
- Observe students' performance, and record relevant data to assess progress
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Take class attendance and maintain attendance records
- Participate in teacher-parent conferences regarding students' progress or problems
- Prepare lesson outlines and plans in assigned subject areas and submit outlines to management

### **Carrington Academy**

Assistant Pre-K Teacher - Cumming, GA - August 2016 - July 2017

- Supervise students in classrooms, halls, and playgrounds
- Take class attendance and maintain attendance records
- Prepare lesson materials, process board displays, exhibits, equipment, and demonstrations

## Sheltering Arms Early Education and Family Center

Assistant Toddler Teacher - Atlanta, GA - August 2014 - June 2016

- Supervise students in classrooms, halls, and playgrounds
- Observe students' performance, and record relevant data to assess progress
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations
- Take class attendance and maintain attendance records
- Participate in teacher-parent conferences regarding students' progress or problems
- Prepare lesson outlines and plans in assigned subject areas and submit outlines to management

## Education Station

Assistant Preschool Teacher - Lilburn, GA - July 2013 - July 2014

- Assisted lead teacher with classroom management
- Prepared children's plates for lunch and snack
- Worked with lead teacher on acquiring anecdotal notes
- Helped with after-school children management
- Enforce administration policies and rules governing students

## Ryan's Buffet and Grill

Cashier, Bakery, and Bar Runner - Statesboro, GA - February 2008 - July 2013

- Inspect and clean food preparation areas, such as equipment and work surfaces to ensure safe and sanitary food-handling practices
- Season and cook food according to recipes or personal judgement and experience
- Bake breads, rolls, cakes, and pastries
- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Greet customers entering establishments

### ***Hobbies***

Reading, Writing, Horseback Riding

### ***References***

Available on request