

JACQUELINE D. SINCLAIR

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CAREER SUMMARY

Experienced, resourceful coordinator and organizational leader focused on achieving multiple project goals. Experiences incorporate Education, Project Coordination, Event Planning, Time Management, Customer Service, and Test Administration. Educational qualifications include a Bachelor of Arts in Elementary Education.

STRENGTHS

- Innovative Event Planning
- Proven Team Leadership
- Effective Time Management
- Outstanding Relationship Management
- Proactive Approach
- Excellent Client Service
- Intuitive Listening & Interpersonal Skills
- Engaged Cross Functional Team Member

PROFESSIONAL EXPERIENCE

SEMPER ELEMENTARY SCHOOL, Westminster, CO

Para Educator and Library Resource Assistant

August 2011 – Present

- Provided clerical assistance to meet multiple teacher needs, including instructional documentation development, creative display boards, and document management.
- Managed student library orientation and research skills within fast moving, diverse environment.
- Performed diverse library and book management, including inventory, tracking, and book maintenance.
- Proctored and administered TCAP (State Test), meeting high environment expectations and timelines.
- Taught literacy amongst range of student levels.

HOLY TRINITY CATHOLIC SCHOOL, Westminster, CO

Fifth Grade Teacher

August 1998 - June 2000

- Managed classroom of 28 students of various abilities in core subject areas of math, social studies, science, and literacy, adapting for learning levels and situations.
- Documented program from ideation to execution through lesson plans, classroom management, group organization.

MARANA UNIFIED SCHOOL DISTRICT, Marana, AZ

Fifth Grade Teacher

August 1994 - June 1997

- Collaborated with multiple co-workers to learn, create and implement key grade level objectives.
- Developed and implemented thematic units per school curriculum.

KOHL'S, Louisville, CO

Associate

September 2010 - Present

- Provided high level customer service within fast paced retail environment
- Executed company provided technology tools, including register and managed product transactions.
- Handled customer service issues through knowledge of a variety of products storewide and effective interaction to reach high levels of customer satisfaction.

VOLUNTEERING

KOREAN HERITAGE CAMP - Heritage Camps for Adoptive Families Inc., Denver, CO

Co-Director / 2011-2013

- Responsibilities include scheduling meetings, confirming deadlines, submitting / overseeing small staff. Implementing the schedule of events over the course of an extended weekend for between 800 and 1000 campers.
- Responsible for Opening and Closing Ceremony, VIP Welcome Baskets, Registration, Special Recognition Award, New Family Orientation, Silent Auction, Family Fun Day, Child Care, Elementary Program, Elementary Village, and KHC Market.

Registration Coordinator / 2009 - 2010

- Responsible for welcoming, organization and distribution of all registration related materials for over 150 families, speakers and counselors.

JEFFERSON ACADEMY PARENT TEACHER ORGANIZATION (JA PTO) - Jefferson Academy Charter School, Westminster, CO

- **Vice President** / 2009-2012
- **Parent-at-Large** / 2008-2009

MOTHERS OF PRESCHOOLERS (MOPS) - Arvada Covenant Church, Arvada, CO

- **Coordinator** / 2005-2007
- **Group Leader** / 2001-2004

EDUCATION

BA, Elementary Education, University of Arizona, Tucson, AZ, 1992

TECHNICAL SKILLS

Microsoft Office (Word, Excel)