

# Fiona Jennifer

CLASSROOM TEACHER / PLANNING AND POLICY SPECIALIST



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Chicago, Illinois, US



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## Skills

- Undertake school self evaluation
- Write School Improvement Plan
- Using SPSS data processing software
- Writing and researching education policies
- Microsoft Office
- Teamwork

## Hobbies

Reading historical novels  
Decorating  
DIY projects

## Referral

### Principal - Winston High School

Mrs. James Smith  
Tel: 101-203-2456

### Principal Redwood Primary School

Mrs. Kera Milliar  
Tel: 102-345-6475

## Summary

Equipped with the knowledge to make an indelible mark in the field of education outside of the classroom. I am an educator with 14 years of teaching experience looking for a new challenge in the education sector. I am interested in education planning and policy as a consultant, analyst or policymaker. I am a team player, with a willingness to learn and improve skills to accomplish the goals of the organization.

## Experience

### Classroom Teacher

**Grace Valley Experimental School** *Sep 2005 - Present*  
(2005- 2019) Classroom Teacher

In charge of the general teaching, learning and social experiences of my students. Knowledge of early childhood and primary curriculum up to grade six. Sit on committees for events planning, Jamaica Day, Read Across Jamaica Day, canteen meal planning, Reading Fair, Mathematics department and Language Arts department. An active member of the 4H and Visual Arts Club, with gold, silver and bronze pieces.

### Volunteer and Consultant

**Techwood Primary School** *Sep 2013 - Present*

Work in tandem with the school's principal to undertake school self-evaluation, school improvement plan and action plan. Develop and revise safety and security policy, school operational policy, sexual harassment policy, student handbook and plan workshops.

## Education

### Masters in Education Planning and Policy

**Illinois Institute of Technology** *Sep 2017 - Oct 2019*

This course has equipped me with the skills to undertake in-depth needs analysis at a strategic level, articulate and develop policy options informed by empirical research and how to implement a coherent set of educational plans and policies for organizational sustainability

### Bsc. Primary Education

**Arizona State University** *- Jul 2017*

Specialised in Primary education subject

### Certificate Career Coaching

**Udemy** *- Present*

Successfully completed and obtain certificate in career coaching