

JANE A. SMITH

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CAREER SUMMARY

"Jane Smith is a hard-working bilingual professional. I have known her for several years and her planning, organization, and execution skillset are superb. Jane will be a vital asset to any company."

– Julie Lewis, VP Human Resources, Michelin

Corporate Education Expert specializing in holistic leadership development and advanced training for new company hires. Adaptable learner known for establishing and achieving aggressive goals in high-stakes settings by clearly communicating team needs and championing various learning & social events of all sizes to encourage swift, accurate translation of content. Inspiring teams of all ages & backgrounds through an outcome-focused training method.

PROFESSIONAL EXPERIENCE

ANDERSON HIGH SCHOOL, LOUISVILLE, KY | 2018 - PRESENT

HOUSE SYSTEM DIRECTOR

- **Directed all "House System" initiatives** for a top 100 educational facility, leading a team of more than 25 staff members & student leaders to cultivate inclusion and promote personal accountability & leadership
- **Strengthened attendance for such high-profile events** as Prom & Homecoming by amplifying visibility through student-attended faculty meetings and diligently assessing all space & vendors to maximize value
- **Designed, sourced, and procured** t-shirts and other merchandise to promote House unity both within the classroom as well as across special events
- **Piloted events for up to 500 attendees at once**, including 4 annual tentpoles
- Managed communication between parents and administrators to streamline processes for event RSVP

SPANISH 4 LEARNERS, INC., CINCINNATI, OH | 2008 – 2012

ADULT EDUCATION SPECIALIST

- Designed, executed, and implemented lessons across Spanish classes of various proficiencies
- **Maintained 71% class retention rate** by immediately establishing a base of existing students' parents
- **Scaled profits by 40%** by expanding the program to include learners of all ages & education
- Promoted & sold all courses using a totally unique system of cold lead generation, meaningful relationship-building throughout the course, and calculated follow-up
- **Built proprietary certification courses** to establish knowledge legitimacy for corporate professionals
- Grew earned media by launching elaborate recruitment events & designing flyers to improve word-of-mouth

KY SCHOOLS, GREATER CINCINNATI AREA, 2005 | PRESENT

PROFESSIONAL EDUCATOR

- Administered training strategies & organization initiatives for over 175 students at a time, leveraging position as Team Lead to produce scalable, department-wide success across a diverse student population
- **Founded the Anderson High School Foreign Exchange program** in collaboration with Spanish sister school, enabling students to study abroad to Madrid, Spain which increased upper-level Spanish program size by 25%
- Leveraged LMS tools to easily track student knowledge across blended & online learning environments
- **Generated an 87% pass-rate** for the Spanish CLEP college preparatory test by designing curricula centered around such tactile instruction as cultural dance & 1:1 conversation roleplay
- Worked with administration finance teams to track & maintain spending for language department needs and budgets for student events
- Researched international current events and their teaching applications to improve daily student engagement

ADDITIONAL EXPERIENCE

AMAZON, DENTON, TX | 2017

ASSOCIATE (FULFILLMENT CENTER)

Executed daily unit operations including safety observations & audits for a Fortune 500 Consumer Goods corporation. Trained new hires on proper equipment & process techniques and spearheaded new system for workstation preparation to improve unit production by 8%.

CORE COMPETENCIES

Microsoft Office (Excel, PowerPoint, Teams) | Google Suite | Zoom Meetings | Canvas | Corporate Training
Curriculum Development | Evaluation & Assessment | Marketing & Sales

Communication | Time Management | Adaptability | Leadership | Enthusiasm | Problem-solving

PROFESSIONAL PROFILE

EDUCATION

Advanced Spanish Diploma, University of Guadalajara (Guadalajara, Mexico) | 2005
B.A. Education (K-12), University of Cincinnati (Cincinnati, Ohio) | 2003

LANGUAGES

Spanish (Fluent), **English** (Native)

PROFESSIONAL DEVELOPMENT

- **Member**, Greater Cincinnati Curriculum Development Mastery Program
- **Attendee**, EntreLeadership Summit
- **Recipient**, LinkedIn Learning Transitioning Teacher's Certification

VOLUNTEER EXPERIENCE

Matthew 25 Ministries, St. Elizabeth Medical Center, St. Joseph Orphanage, Northern Kentucky University