



Contact

Phone

(850) 543-3214

Email

JSLondon0607@gmail.com

Website

jessicalondon.portfolial.com

Address

Pensacola, FL

Education

2026

Masters of Arts - English Literature

University of West Florida

2016

Masters of Education - Administration

University of West Florida

2013

Bachelor of Arts - English

University of West Florida

Skills

- Grant Writing
- LMS Platforms
- SMART Technology
- Microsoft Suite
- Google Suite
- Comprehensive Trauma Training
- Curriculum Building
- Salesforce
- Over 20 Years Freelance Photographer

Certifications

Florida Certified Teacher

Oklahoma Certified Teacher

HiSET Testing Administrator

ACT Testing Administrator

WRAT Certified

Published Curriculum Writer

Micro Literacy Certified

Jessica London

Dedicated professional possessing 16 years of experience in building successful growth opportunities seeking new challenges. Proven history of collaborating with and leading individuals to meet objectives and goals while continuing to drive successful progress. Skilled in mentoring, training, teaching, and professional development coordination. Highly-knowledgeable in curriculum building, crafting proposals, storytelling, grant writing, fundraising, and community involvement initiatives. Ambitious with a masterful attention to detail, patience, and time management skills.

Relevant Skills

Instruction & Curriculum

- Innate ability to incorporate various concepts and adapt lessons to accommodate the learning style of each student.
- Continuously researched instructional strategies and curriculum from high performing states and cross curricular reading/writing standards.
- Assist students in obtaining their personal and academic ELA content goals through rigorous, supplemental instruction by facilitating a positive and structured learning environment that encourages students to excel in their skills in order to be productive members of society.
- Implement creative ways utilizing multimedia strategies and technology to foster deeper thinking for complex principles through hands-on, interactive, cross-curricular learning and planned activities to improve word analysis, reading understanding, and writing skills..
- Adapted teaching techniques, curriculum, and strategies based on testing data, student interests, and overall goals in order to maximize student learning gains, emphasize engagement and create "buy-in."
- Modified lessons and curriculum to accommodate diverse learning styles by using strategies such as peer-assisted and group learning.
- Developed modifications to HSE (High School Equivalency) and ESL (English as a Second Language) curriculum and introduced new, effective instructional techniques.
- Maintain a comprehensive and ongoing portfolio assessment for each student, including weekly observations in each area, and examples of students' work to demonstrate growth as well as record for federal reporting.
- Tutored D1 student athletes in all courses with a writing component throughout the writing process focusing on comprehension, commentary, editing, revising, and presenting.
- Evaluated selected textbook materials for district wide textbook adoption.

Administrative & Collaboration

- Communicated and collaborated frequently with parents, students, and staff to provide feedback and discuss instructional strategies to help with skills needed for satisfying state graduation standards..
- Curated Student Council emphasize school's core beliefs with new and existing students.
- Led company Personal Learning Community to further develop intervention strategies and best practices for instruction to increase state test scores and graduation rates.
- Supported admissions process including application review, student registration, and student assessments.
- Oversaw administrative functions such as schedule management and protocols for orientation, registration, class schedules, volunteer requirements, and related activities. for enrollment of 1,200 students.
- Improved quality processes for increased efficiency and effectiveness.
- Measured teacher effectiveness through observations and Marzano Evaluation tool and implemented development opportunities based observations and testing data.
- Orchestrated smooth and efficient program development by collaborating cross-functionally across departments.
- Maintained confidentiality of bank records and client information to prevent mishandling of data and potential breaches.
- Trained new hires and facilitated cross-training opportunities with other successful employees.
- Managed educational program budget and prepared monthly reports for Board of Directors and stakeholders.
- Led over 200 employees in selling, promoting, motivating, coaching, and making sure all federal and state regulations were being followed.
- Increased non-profit community classes and for profit industry classes while maintaining integrity of organization's mission.
- Assessed budget plans and present costs to forecast trends and recommend changes.
- Collaborated with other ELA Advisory Board representatives to build Language Arts scales for new Oklahoma State Standards.

Affiliations

COABE

ProLiteracy

Florida Literacy Coalition

Oklahoma Literacy Coalition

Guided Inquiry Design

Relevant Skills (con't)

Data Driven Decision Making

- Created curriculum and instructional design along with assessments based on state standards, state testing blueprint, and ACT framework as well as students past testing data with progressive depth of knowledge categories.
- Adapted teaching techniques and strategies based on testing data, student interests, and overall goals (district, school, department, student, and personal) in order to maximize engagement and student learning gains.
- Compiled database of loan applicants' credit histories, corporate financial statements, and other necessary financial information.
- Maintained working knowledge of university, Big 12, and NCAA rules and regulations.
- Exceeded goals in each profession (banking and teaching) while maintaining both organizational and personal integrity.

Community Engagement and Event Planning

- Oversaw seven community projects each year from concept through final delivery.
- Conducted surveys with students upon semester completion to gather feedback for improvement and grant reporting using LMS platform.
- Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
- Cultivated positive relationships between community members, adult students, volunteers, and teachers.
- Liaised with diverse community agencies using advanced communication skills to increase awareness, synergism, and engagement for students, stakeholders, and community members.
- Planned and executed promotional activities to drive community engagement and increase participant numbers.
- Promoted workplace learning solutions for area businesses as a fee for service.
- Created comprehensive instruction, which was beneficial to the production of a competitive yearbook, including but not limited to marketing, sales, journalism, graphic design, photography, teamwork, budgetary design, and time management.

Professional History

Acceleration Academies I Pensacola, FL

ELA Content Coach (Teacher), Company ELA PLC Lead
2022 to Current

Escambia County School District I Pensacola, FL

Certified Teacher
2020 to 2022

Community Literacy Centers, Inc. I Oklahoma City, OK

Program Coordinator (Principal)
2018 to 2020

Newcastle Public Schools I Newcastle, OK

Head Teacher
2017 to 2018

University of Oklahoma I Norman, OK

Writing Center Tutor
2017 to 2018

Norman Public Schools

Certified Teacher, Yearbook Advisor, ELA District Representative
2015 to 2017

Wells Fargo Bank I Pensacola, FL

Assistant Branch Manager
2006 to 2009