

## Jessica Albert

### Program Management and Capacity Building Experience

*Meadowview School, Community Consolidated School District (CCSD) 46, Grayslake, Illinois*

Outdoor Classroom/Meadowview Sprouts PTO Committee Chair August 2013-June 2019

- Created and co-led 14+ after-school outdoor education programs at Meadowview Elementary School
- Consulted and educated on conservation and sustainability throughout the CCSD 46 school district
- Coordinated Green Team to increase recycling efforts and introduce composting to a Meadowview family event
- Prepared statements and presentations to the School Board to communicate the importance of ecological literacy and developing a district-wide plan or strategy
- Helped advance a district-wide movement so all the students in the district's seven schools could have access to similar resources and programming for outdoor learning
- Provided research, time, networking, and assistance towards developing Meadowview's U.S. Department of Education Green Ribbon award-winning Woodland Project

*Foundation 46, Grayslake, Illinois*

Arts Commission Member 2014-2017

- Networked with local artists, leaders, and teachers to magnify our community impact together
- Researched and evaluated ways to make public art and create meaningful youth programming
- Collaborated with commission members to assess the current community culture and create an implementation plan to *Visit, Create, Educate* in our schools, library, and community

### Additional Volunteer Work and Experience

CCSD 46 Food Allergy Committee 2015 - 2019

- Advocate for food allergy awareness and education in the schools
- Provided research and examples for adequate reaction prevention and post-reaction protocol

Diamana Diya 2007 - present

- Perform in all-female percussion ensemble that presents traditional rhythms and songs from Guinea, West Africa
- Attend events at a wide range of settings with multicultural experiences

Mano a Mano August 2007

- Co-created and co-taught a two-week Summer Camp for Emergent Bilinguals
- Emphasized reading, math, and community resources in our lessons for low-income students

Ten Thousand Villages Grayslake (Prairie Crossing) 2005-2006

- Served as Secretary and Marketing Coordinator on the board
- Launched a PR campaign and Grand Opening celebration that broke the record for the most sales and visitors at a Ten Thousand Villages store grand opening at that time

- Volunteered as a sales associate at the retail store 2007

## Employment

### *Prairie Crossing Charter School, Grayslake, Illinois*

Instructional Assistant

April 2019-July 2020

- Supported the teacher and students in a mixed first and second grade classroom
- Provided one-on-one and small group instruction and behavioral management as needed
- Supervised outdoor recess every day, rain or shine, hot or cold
- Assisted in providing an education that integrates sustainability practices and place-based learning

### *Learning Resources, Vernon Hills, Illinois*

Editor/Project Manager

August 2001-August 2006

- Identified and conceptualized new product to support consumer needs and enhance existing product line
- Conducted extensive research of federal and state educational legislation to aid project planning and management
- Developed a detailed marketing plan for each project to predict development costs, financial investment, payback, and breakeven
- Created a research-based scope and sequence, prototypes, models, and templates to develop high-quality English Language Learners and Spanish reading products
- Managed all phases of design and production, contracted and managed authors
- Obtained competitive print quotes, created print schedules, and authorized final product approvals
- Directly supported Marketing, Sales, and Special Markets (U.K., International, Spanish-speaking countries) Departments with detailed product information for catalog development and pre-product-release sales

### *The Homemaker's Idea Company, Elk Grove Village, Illinois*

Lead Copywriter

September 1998-August 2001

- Project managed monthly newsletters, annual training convention printed materials, and information packets to the sales representatives about the new catalogs and products
- Supervised and reviewed all written Internet communications and written communications from staff as well as outside resources for company image, accuracy and professionalism
- Wrote, edited, and desktop published monthly newsletters, press releases, training guides, catalog copy, brochures, and communications to the sales representatives and managers. Wrote website copy, video script, newsletter columns, and letters for the President/Chief Executive Officer, Chief Financial Officer, Administration Manager, and Sales Field Trainer and Speaker
- Collaborated with the Communication team and other departments, brainstorming, editing, and assisting in design of communication pieces
- Contacted printers and other vendors regarding Communication projects
- Served as Spanish translator in the workplace

## Education

### *Bachelor of Arts in English and Bachelor of Arts in Spanish Studies*

1998

Wartburg College, Waverly, Iowa

Universidad de las Américas; Cholula, Puebla, México

Fall semester, 1996

Northeastern Illinois University

Fall semester, 2006

Coursework towards a Master's in Environmental Science and Geography

**References** available upon request.