

Kate McClure

Address:

Phone:

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Skills

Technical Skills – Programming, Microsoft Excel, Word, Access, and PowerPoint, general computer skills including maintenance
Personal Skills – Excellent Communication Skills, Creativity, Writing, Time Management

Education

Burlington County College

Associates Degree in Liberal Arts – May 2013

Experience

New Jersey Motor Vehicle Commission

05/2014 – Present

Technician

- Maintain and update driver history records
- Process data entry work including searches, court ordered suspensions, violations, and failure to appear notices
- Make telephone calls to courts to retrieve missing information.
- Maintain and prepare statistical reports.
- Clerical duties
- Perform non-routine assignments and duties to fill in where needed

Grow-Ville Community Day School

10/2010 – 04/2014

Head Teacher for Pre-K Classroom

- Developed weekly lesson plans and monthly curricula
- Taught class on a daily basis.
- Supervised Assistant Teachers and other Head Teachers
- Met with parents regarding their child's behavior and education on a monthly basis.
- Office management – clerical and secretarial duties
- Welcomed and assisted people entering the building, answered and directed phone calls, scheduled meetings

Just Children Daycare Center

9/2008 – 10/2010

Pre-K Classroom Assistant

- Conducted class for students three days weekly
- Supervised other classroom assistants
- Worked on classroom projects, helped children with assignments, maintained room and set up for the next day
- Assumed role as Substitute Teacher in the summer.
- General clerical duties such as faxing, filing, taking phone calls, assisting visitors

Burlington Township Municipal Court

5/2008 – 9/2010

Data Entry Specialist

- Searched for people in the DMV Comp System, corrected violations
- Data processing
- Answered and directed calls
- Greeted and assisted visitors
- Performed general clerical duties

Beneficial Bank

3/2008 – 5/2009

Supervisor

- Provided service to bank customers by conducting appropriate transactions
- Greeted people entering the building, answered and directed phone calls

Volunteer Work

Burlington Township's Elementary School – Assistant Teacher for Special Education classrooms 9/2006 – 9/2008

- Conducted class for students on a daily basis
- Assisted with the individual needs of students

Motor Vehicle Commission of New Jersey

- National Hispanic Heritage Committee
- National Black History Month Committee
- National Bring Your Sons and Daughters to Work Day Committee
- Help when needed with ticket and pretzel sales