

## **Jen Lessinger**

I am a collaborative, curious person who values critical thinking, integrity, and problem solving.

### **EDUCATION**

Minnesota State University, Moorhead, MN – B.S. Sociology, Criminal Justice, 1995  
University of North Dakota School of Law, Grand Forks, ND - J.D., 1998  
St. Cloud State University, St. Cloud MN - in pursuit of B.S. - Teaching

### **SKILLS**

Communicating and collaborating; prioritizing tasks; organizing information; learning and understanding technology.

### **EMPLOYMENT EXPERIENCES**

#### **Assessment Specialist, ROCORI School District, 2015 to present**

I help support staff by providing collecting assessment data and assistance as required. I value prompt responses and work hard to make sure that our teachers have what they need to succeed.

#### **Administrative Assistant, ROCORI School District, 2015 (January - June)**

I served as the administrative assistant to the Curriculum Director and assisted everyone in the Curriculum, Instruction, and Assessment Office.

#### **Owner of Jen Lessinger Photography, 2008 to 2016**

I was 100% responsible for both client care and business administration. I scheduled appointments, managed the calendar, performed photo sessions, and edited and delivered images in a timely fashion. On the business side, I was comfortable with technology. I used photo editing software to polish my images, online software to order images from the appropriate print house, and calendar software to manage my schedule. I was responsible for my own taxes and accounting. I also created my own marketing and promotional materials.

#### **Adjunct Instructor, Heartland Masters Commission, 2008 to 2016**

I have taught a variety of classes at the post-secondary level. The topics ranged from secular classes such as Sociology and Introductory Writing to religion classes. I lectured in a classroom setting, graded and critiqued papers, and addressed student questions.

#### **Adjunct instructor, Minnesota School of Business, 2006 to 2008**

I was an instructor in the post-secondary paralegal program and taught classes on

legal research techniques and legal writing. I lectured in a traditional classroom setting and also taught a hybrid class that was a blend of traditional classroom lecture and distance learning format. I maintained a grade book and consistently updated the online grades so the students would have immediate access to grading and assignment information.

Additional work history prior to 2005 available upon request.