

Robert Smith

Sr. Private Tutor

PERSONAL STATEMENT

To obtain a position where I can contribute to achieving the strategic goals of the organization; this will be accomplished by using current innovative approaches to human capital management specifically in the areas of attraction, retention, training and development.

WORK EXPERIENCE

Sr. Private Tutor

ABC Corporation - September 2012 - March 2013

Responsibilities:

- Privately tutored four, in-resident students, individually.
- Concentrated in K-12 grade level, Mathematics, and English grammar/literacy coaching.
- Prepared students for Citywide and Statewide Exams.
- Developed efficient lesson plans customized for each individual student, helping their personal educational needs.
- Exercised professional casualness; strongly motivated students to excel within their relaxed, comfortable home settings.
- Maintained positive interpersonal interaction with students.
- Established good communication with the students and parents regarding student progress.

Private Tutor

ABC Corporation - 2007 - 2012

Responsibilities:

- Planned and conducted individualized private tutoring for adult learners.
- Designed coaching sessions for English composition and ESL (English as Second Language) students to improve knowledge and skills more rapidly than in a classroom setting giving students an educational advantage.
- Organized, analyzed, assessed, and made recommendations based on individual talents and abilities.
- Coordinated schedules with students to provide weekly tutoring sessions.
- Students showed increased comprehension and an average 1.2 GPA increase.
- Skills Used Teaching.
- Assessment..

Education

B.S.A - August 2008(Hunter College, City College of New York - New York, NY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Work well individually and on a team;good listener,dependable,reso urceful;bilingual in Spanish with ability to speak, read, and write in Spanish;proficient in Microsoft Word and the Internet.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)