

John Doe

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SUMMARY OF QUALIFICATIONS

- Fluent in English, Spanish, and Mandarin
- Work efficiently under time pressure
- Strong problem-solving skills with good integrity

EDUCATION

Bachelor of Education Studies

June 2020 - Present

University of California, San Diego

WORK EXPERIENCE

McDonald's Worker

McDonald's, Los Angeles

July 2022 - September 2022

- Took orders from customers and ensured customer satisfaction
- Worked in an efficient and orderly manner
- Made sure the food was cooked to perfection

Tutor

Chinatown Service Center, Los Angeles

June 2016 - June 2021

- Gave instruction for immigrant students K-12
- Assembled lesson plans and assignments for students
- Edit and grade essays and assignments
- Tutored all levels of English and Chinese
- Communicated subjects in new and unique ways to improve comprehension

Teacher's Assistant

Young-Nak Church, Los Angeles

September 2028 - January 2020

- Tutored students with learning disabilities, including dyslexia, ADD, and autism
- Collaborated with parents and teachers to identify any special needs of the student
- Assisted in classrooms to encourage students to learn essential communication and life skills
- Supported and motivated students towards learning and studying to build self-confidence and reduce failure
- Provided homework assistance using specific curriculum and materials

Honors & Awards

- High Honor Roll
- Employee of the month