

Julia D. Alexander

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Education	Western Governor's University , Salt Lake City, UT (Remote)	
	Bachelor of Arts in Secondary Mathematics Education	December 2022
	Indiana State University , Terre Haute, IN (Remote)	
	Master of Science in Mathematics	Expected Graduation
		June 2026
Work	Mathematics Tutor	January 2023 - Present
History	<u>Self-Employed Contractor</u>	
	<ul style="list-style-type: none">• Maintains positive relationships with students, parents, and staffing agencies• Fosters a safe and supportive learning environment• Develops individualized lesson plans to help assist students with their specific gaps in knowledge• Assists students with organizational challenges such as time management, exam preparation strategies, and planning• Works with general education students and students with learning challenges to improve mathematics outcomes• Has experience tutoring the following courses: Algebra 1 and Algebra 2, Elementary Algebra, Intermediate Algebra, College Algebra, Finite Mathematics, Probability and Statistics I, and Quantitative Reasoning	
	Administrative Assistant	June 2016 - June 2021
	<u>Pioneer Valley Surgical Associates, Springfield MA</u>	
	<ul style="list-style-type: none">• Managed vendor relationships to accelerate the needs of the office• Enhanced the financial priorities for all matters in Accounts Receivable and Accounts Payable• Negotiated Workman's Compensation claims with due diligence for all parties involved to ensure timely processing of the claims and the subsequent timely performance of needed procedures• Helped patients as necessary to restructure financial obligations into payments plans to ensure payment of their bill• Consistent review and application of best practices for medical confidentiality and HIPAA requirements	