1. Created and enhanced course plans centered around class objectives.
2. Implemented diverse instructional techniques and integrated technology to enhance student learning.
3. Mentored less successful students one-on-one to improve understanding of materials.
4. Spearheaded research into [Type], [Type] and [Type] topics.
5. Enhanced classroom learning by facilitating small group projects and discussions centering around core concepts of psychology.
6. Maintained excellent attendance record, consistently arriving to work on time.
7. Created plans and communicated deadlines to ensure projects were completed on time.
8. Updated class and student records in [Software].
9. Delivered [product or service] to customer locations within specific timeframes.
10. Led [Type], [Type] and [Type] courses for [Number] students each semester.
11. Prepared a variety of different written communications, reports and documents to ensure smooth operations.
12. Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
13. Carried out day-day-day duties accurately and efficiently.
14. Completed minor preventative maintenance and mechanical repairs on equipment.
15. Developed team communications and information for meetings.
16. Used critical thinking to break down problems, evaluate solutions and make decisions.
17. Conducted research, gathered information from multiple sources and presented results.
18. Led [type] team in delivery of [type] project, resulting in [result].
19. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
20. Worked with [type] customers to understand needs and provide excellent service.