

ROBERT SMITH

Educational Tutor

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Responsible for developing appropriate instructional tools and resources to support students' academic development, including teaching basic skills that promote academic and personal success.

EXPERIENCE

Educational Tutor

ABC Corporation - 2002 - 2007

- Provided tutorial assistance as assigned and assisted students in the development of study skills necessary for successful completion of courses.
- Maintained accurate and current documentation concerning student contact and progress.
- Maintained good contact with staff and faculty as required.
- Conducted tutoring sessions in designated areas for scheduled time periods.
- Provided assistance to staff members to research, implement and maintain the tutoring component in order to improve the tutoring program.
- Attended mandatory training and webinars and other duties as reasonably assigned.
- Referred students to educational talent search staff for information or assistance with issues such as academic.

Educational Tutor

Delta Corporation - 2018 - 2020

- Assisted students from second through tenth grade with homework help.
- Provided enrichment with students using technology to support academics.
- Provided assistance and support to children academically
Communicating with parents and children about academic strengths and weaknesses.
- Specialized training in Work-Based Education as well as Special Education.
- Tutored high school students in real estate skills for internship/prep for real estate classes.
- Tutored elementary and high school students in basic skills and literacy, and English Literature.
- Taught voice lessons to junior high and high school.

EDUCATION

- M.com - 2011(Concordia University - Appleton, WI)

SKILLS

Technical knowledge, Active listening, Communication Skills.