

French Tutor

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Objective

One year of experience as a French Tutor is now seeking an entry-level position in Education, Customer Service Representative and/or Administrative Assistant.

Skills

Microsoft Suite, CPR Certified, French, Customer Service, Quality Assurance, Mac, And Excellent Communication.

Work Experience

French Tutor

Teach Tutoring Services - January 2016 - May 2016

- Instructed french and administered activities designed to enhance knowledge of and the ability of students to complete coursework.
- Assisted students in acquiring a better understanding of the French language and targeted weak areas within the subject as a whole.
- Provided tutoring plans according to each student studying material needs.
- Conferred with parents or guardians, and administrators to resolve students behavioral and academic problems.
- Piloted and created feasible programs that ensured academic success for stem students.
- Reviewed class materials with students, discussing, working solutions to problems.
- Created lesson plans for the individual student based on a variety of topics and tied in relevant vocabulary.

Assistant

SRA International/CMS - September 2015 - January 2016

- Assisted consumers in applying for health/dental insurance in the marketplace.
- Provided excellent customer service to consumers seeking to enroll in a health/dental insurance.
- Identify, selected, and utilized appropriate resources when presented with a new or challenging situation.
- Consumers were able to enroll their entire families into a health and dental plan.
- When I assisted consumers they were able to understand how the marketplace works and how to navigate through the marketplace.
- Used my interpersonal skills to make the consumers at ease while trying to educate the consumers about how the marketplace works.
- Used my research skills to assist consumers with any questions that were not available in the marketplace.

Education

BS in Political Science - 2008 to 2013(University Of Houston-Downtown - Houston, TX)