

ROBERT SMITH

French Tutor

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SUMMARY

One year of experience as a French Tutor. Highly qualified and well developed Professional with excellent administrative and managerial skills Computer literate with proficiency in Microsoft Office. Motivated to maintain customer satisfaction and contribute to company success, proven ability to establish rapport with clients.

SKILLS

Excellent Written, Excellent Written And Verbal Communication, Microsoft Word, PowerPoint, Problem Solving, Proficient In English And French, And G Suite.

WORK EXPERIENCE

French Tutor

UNCG Language, Literature & Culture Department - March 2018 – May 2018

- Successfully aided students in acquiring the necessary skills such as thematic vocabulary and structural knowledge to build communicative capacity in a variety of conversational situations entirely in the French language.
- Introduced and strengthened the learning of the French language with supporting materials in French and developed a high level of proficiency in the language.
- Created a fun and enthusiastic learning environment through readings, plays, student presentations and hands-on activities.
- Created a trusting atmosphere through sensitivity to students strengths weaknesses, and individual learning styles.
- Conduct fun and interactive lessons including hands-on materials, games, videos, arts and crafts and theatre skits.
- Interacted with the teacher to highlight areas of concern that needed improvement as well as development.
- Assessed the needs of each student based on their skills level and learning challenges.

Receptionist

UNCG Language, Literature & Culture Department - October 2017 – March 2018

- Maintained a safe and clean reception area by complying with procedures, rules, and regulations.
- Maintained a front door presence by meeting and greeting candidates, vendors, and visitors, and quickly connecting them with designated team members.
- Provided administrative support, including scheduling meetings, assisting with calendaring, processing expense reports, and assisting with travel arrangements.
- Updates all on-call schedules with correct contact information.
- Handle all unusual occurrences, fire alarms, maintenance problems, and all emergency calls.

- Make after 5 pm and weekend money deposits, using numbered envelopes and enters all information into the proper log.
- Provide liaison service for language interpreters and consumers.

SCHOLASTICS

- Bachelor Of Arts in Arts & Sciences - May 2018(University Of North Caroline At Greensboro - Greensboro, NC)