

ROBERT SMITH

French Tutor

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6+ years of experience as a French Tutor, seeking a position which allows me to expand my current abilities and contribute to the mission of worldwide environmental sustainability.

2013 - PRESENT

FRENCH TUTOR - ABC CORP

- Teaching French to English speaking students from aged 2 up to high school. Focused on improving grammar, pronunciation, listening, reading and writing skills using personally.
- Using craft and outdoors activities to improve speaking skills. Planned and organized French classes.
- Encouraging others to assess their own work and to think more deeply about their performance.
- Identifying, selecting, and utilizing appropriate resources when presented with a new or challenging situation.
- Creating personalized lesson plans for my clients and work with them to improve or begin their French learning.
- Providing feedback to students using positive reinforcement techniques to encourage, motivate, and build.
- Communicating students progress to students, parents and/or teachers in written progress reports, by phone, or by email.

2012 - 2013

MANAGEMENT ASSISTANT - GROUPE KDA COMPANY

- Administrative tasks, arranging meetings, assisting with recruiting new security agents.
- Preparing documents and writings reports, updating employees information, assisting in resolving issues in the company, responsible for an update, organizations and maintain all clients.
- Assisting in generating the companys performance goals.
- Perform basic human resources tasks such as employee shift scheduling and overseeing new-employee onboarding and training.
- Ensure smooth operations on the production line, addressing any quality control issues promptly.
- Process paychecks, ensuring their timely delivery to employees; manage their tax information.
- Cultivate and maintain an environment that promotes respect for diverse backgrounds.

EDUCATION

Certification - 2014(English Institute Of Manhattanville College - Purchase, NY)

SKILLS

Punctual, Time Management, French, Customer Service, Quality Assurance, Creative Writing, Graphic Design, Microsoft Office, And Editing.