

ROBERT SMITH

Sr. French Tutor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

8+ years of experience as a French Tutor. Highly motivated professional with extensive and diverse experience in social services, retail, and customer service. Expertise includes working as an educator, as well as in the creative and language fields.

CORE COMPETENCIES

Excel, Microsoft Office, Photoshop, Teaching, Creative Writing, Graphic Design, Editing, Public Speaking, French Language, And Social Media.

PROFESSIONAL EXPERIENCE

Sr. French Tutor

Global Arena - 2017 – 2018

Key Deliverables:

- Organize study sessions for any and every student enrolled in French classes throughout the semester.
- Create study plans and help students whether one-on-one outside of class or in groups during the tutoring sessions.
- developed their pronunciation, their vocabulary and their cultural understanding of France.
- Good humor and joyfulness, respect and punctuality in person and in communications (planning, feedback).
- Patience and attention to details and to specific needs while building language skills and monitoring progress informally but consistently. Regular, positive feedback.
- Provided private instruction to individuals and of students to improve academic or professional performance.
- Independently created a successful reading-based curriculum centered around the novel le petit prince.

Owner/Executive Director

Jed Williams Gallery - 2010 – 2017

Key Deliverables:

- Manage operations of a contemporary art gallery, curating art exhibits and events.
- Promote and sell the work of local artists (including jewelry and hand-crafted items as well as assorted art-related merchandise).
- Ensured financial targets and other agreed targets are met in all departments.
- Review working practices to ascertain if it is successful and if not, devise an alternative.
- Kept employees motivated and organizing appropriate training.
- Ensure the business operates within the companys mission statement.

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- Investigate customer satisfaction and reporting any issues.

EDUCATION

Diploma - 2009(Institute For Recovery And Community Integration - Reading, PA)
Bachelors in Fine Arts in Painting And Drawing - 2000(University Of The Arts - Philadelphia, PA)
international Baccalaureate - 1989(Ecole Active Bilingue Jeannine Manuel - Paris, FR)

