

ROBERT SMITH

Instructional Assistant/Tutor

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Focused and highly motivated Instructional Assistant/Tutor with over 7 years of work and volunteer experience providing exceptional service to various populations. Consistently exhibiting strong organizational, customer service, and critical thinking skills with the ability to independently plan and effectively work in team collaboration. Displays the ability to demonstrate working in a fast paced environment, and handle multi-task assignments with excellent communication and interpersonal skills. To work with a dynamic organization that encourages and challenges me to use my skills and experiences.

EXPERIENCE

Instructional Assistant/Tutor

ABC Corporation - JANUARY 2015 - PRESENT

- Responsible for providing instructional assistance to students and all facets of daily, classroom management/proven educational results for students on the caseload.
- Implementing the individualized education program/ensured students educational needs were fulfilled.
- Helping students progress and maintain goals/success for every student, every day.
- Administering proper techniques to keep students focused/prompting and encouragement.
- Observing/evaluating the specific needs of each student and report findings to IEP custodian/communication necessary to ensure the success of students education.
- Collaborating with classroom teachers regarding behavior management and intervention plans.
- Assisting students in understanding and completing classroom assignments.

Instructional Assistant/Tutor

ABC Corporation - FEBRUARY 2012 - JANUARY 2015

- Specialized in working with diverse learning students in group settings and individually.
- Observed student performance and record relevant data to assess progress.
- Presented subject matter and assist children to aid them in mastering assignments.
- Administered state-mandated testing, enforced administrative policies governing students.
- Discussed assigned duties with the classroom teacher to coordinate instructional efforts.
- Supervised students while on school grounds and during community-

based learning.

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- Bachelor Of Science in Business Administration - 2011 Albright College - Reading, PA)Associates in Business Administration - (Bucks County Community College - Newtown, PA)High School Diploma in General - 1975(Twin Lakes Senior High School - Monticello, IN)

SKILLS

Teacher, Caregiver, Special Education Assistant Teacher, Student Management, Knowledge Of Microsoft Office, One On One Counseling