Robert Smith

Literacy Tutor

CONTACT DETAILS

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PERSONAL STATEMENT

Literacy Tutor with 3 plus years of expeirnece in the Education domain. Proficient in software in PC and Mac-based environments. Excellent verbal and written communication skills and the ability to offer input and feedback to clients and team members. Excellent time management skills and strong ability to prioritize workload.

WORK EXPERIENCE

Literacy Tutor

John Barry Elementary - October 2017 – Present

Responsibilities:

- Providing invaluable support and enrichment to students who are learning to read and write.
- Offering individual and small group attention to help students succeed in the learning environment that suits them best.
- Introducing students to positive educational experiences that help them overcome lifelong learning challenges.
- Working collaboratively with administration and parents to ensure school, district and family goals are met.
- Tutoring using research-based English literacy strategies with kindergarten through 3rd-grade students in a Spanish-English dual language elementary school.
- Worked with a caseload of 17 students during one-on-one, 20-minute sessions.
- Served 1700 service hours as a part of a contract with Americorps.

Literacy Tutor

ABC Corp - February 2015 – March 2017

Responsibilities:

- Worked to close the reading gap by utilizing daily reading interventions with students in the k-3rd grade.
- Administered benchmarking to students 3 times during the school year and progress monitoring weekly.
- Followed recommendations from teacher addressing the needs of struggling students in reading and writing.
- Provided complete, accurate, and timely documentation of students’ weekly progress scores and interventions using an online database.
- Regularly reviewed student data with the internal coach to gauge the effectiveness of the literacy intervention being used and determined if a change in strategy is necessary.
- Assisted the children in their Math skills, their English skills, and organized their school materials.
- Collaborated with teachers and administrators to develop and evaluate school programs including the developmental reading assessment and the leveled literacy intervention program by sharing student success data and insights.

SKILLS

Lesson Planning, Supervision, Administrative Support, Microsoft Office Suite, Google Docs, Classroom Management, Highly Motivated

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Business And information Systems - 2016(Strayer University) Communications - 2012 to 2013(Middlesex Community College) Communications And Hospitality And tourism - 2005 to 2010(Central Conn. State University)High School Diploma - 2005(Maloney High School)

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