

ROBERT SMITH

Asst. Mathematics Tutor

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

SUMMARY

Seeking a position as an Office / Clerical where can use talents and abilities to enhance the success of company. Ability Summary Answer multi-line telephone system.

CORE COMPETENCIES

Microsoft Office, Account Receivables, Live Scan.

PROFESSIONAL EXPERIENCE

Asst. Mathematics Tutor

ABC Corporation - December 2012 – June 2013

Key Deliverables:

- Worked in the Human Resources Department, interacting with hospital employees.
- Worked with the "new hires", taking fingerprints for the FBI and the Department of Justice for background checks.
- Badged photos and adding new employees to the hospital system.
- Used of Microsoft Office including but not limited to Word Document and Excel.
- Tutored Work and interact with high school students.
- Assisted students with complex mathematical problems.
- Worked with teachers and faculty in improving students learning/comprehension abilities.

Mathematics Tutor

ABC Corporation - 2010 – 2012

Key Deliverables:

- Provided private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
- Assessed students progress throughout tutoring sessions.
- Developed teaching or training materials, such as handouts, study materials, or quizzes.
- Identified, developed, and implemented intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Maintained records of students assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
- Prepared lesson plans or learning modules for tutoring sessions according to students needs and goals..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Master of Fine Arts in Acting - September 2016(City University of New York,
Brooklyn College - New York, NY)

