ROBERT SMITH

Tutor Coordinator

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Self motivated, looking for growth and responsibility Positive attitude, open minded, and thorough work ethic Works well with all ages in a variety of environments Constantly creative and adaptive to changing circumstances.

FEBRUARY 2006 – MAY 2009

TUTOR COORDINATOR - ABC CORPORATION

- Coordinated other tutors and tutored students.
- Tutored students in group setting and one-on-one, assisted students in developing better study habits and problem solving skills, and taught and explained topics of difficulty to students in various areas of study.
- Received promotion after one year and helped create a tutoring Out-Post and was coordinator of that Out-Post for two years.
- Certified tutor in three yrears.
- Skills Used Provided excellent customer service Coordinated other tutors and tutored students Responsible for sensitive student information Kept log of students use of the tutoring program Helped create a tutoring Out-Post and was coordinator of that Out-Post for two years Tutored students in group setting and one-on-one Assisted students in developing better study habits and problem solving skills Taught and explained topics of difficulty to students in various areas of study Maintained schedule of tutoring appointments.
- Recruit volunteers to tutor children from Kindergarten through 12th grade, communicate with tutors and parent to set up tutoring times, monitor tutors during sessions, address any issues with tutor, students, and/or parents.
- Report to board meetings.

2005 – 2006

TUTOR COORDINATOR - DELTA CORPORATION

- Managed a team of 14 tutors at the Boys & Girls Club.
- Prepared Schedules, planned tutoring strategies, and logged all work.
- Evaluated Performance of each tutor and coordinated team projects.
- Developed innovative approaches that were repeatedly held up as the model standard for meeting goals in areas including technology integration across .
- Coordinating and implementing required training for all tutors.
- Manage program development by interacting with tutors and students to assess needs while doing evaluation surveys of the tutor program from all .
- Serve as a lesion between tutors, faculty staff, students to my supervisor.

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EDUCATION

BA

SKILLS

MS Office, Training, Coordinating.