**TUTOR RESUME**

William Neilson

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**Job Objective**

Hardworking and skillful Personal Tutor seeking position where my past experience and education will be put to right use.

**Highlights of Qualifications**

* Strong experience in teaching students
* Exceptional knowledge of instructional techniques
* Profound knowledge of student learning styles
* Familiarity with course curriculums
* Proficient with student disciplinary standards
* Ability to motivate students to achieve their academic goals
* Ability to interact positively with students and other teaching staffs
* Ability to manage multiple tasks to meet deadlines

**Professional Experience**

**Personal Tutor, Mastery Charter Schools, Grand Rapids, MI, August 20XX – Present**

* Identified student’s academic needs and accordingly developed action plans.
* Monitored student’s performance on periodic basis.
* Maintained instructional materials accurate and complete.
* Discussed student’s performance with parents.
* Provided academic guidance to address student’s weak points.
* Provided references for students when required.
* Managed daily schedules of tutoring sessions.
* Encouraged students to utilize their full potential to achieve their academic goals.

**Personal Tutor, Lane Community College, Grand Rapids, MI, May 20XX – July 20XX**

* Provided one-on-one or small group tutoring sessions.
* Maintained student’s attendance, performance and contact information.
* Identified poorly performed students and provided appropriate feedback for improvements.
* Worked with Manager to ensure smooth tutorial operations.
* Developed study plan to promote independent learning.
* Addressed student issues in a timely manner.
* Performed student registration and admission duties as needed.
* Reported Manager about any student behavioral problems.

**Education**

Bachelor’s Degree in Elementary Education

Dayton Barber College, Dayton, OH

20XX