**TUTOR RESUME**

Theresa Daniels

Columbia, MO

(800) 555-0060

tdaniels@example.com

**Experience**

**Private Tutor, 20XX – Present, UNIV OF MISSOURI KANSAS CITY, Columbia, MO**

* Provided individual-based tutoring for students in the joint undergraduate engineering program needing assistance with introductory chemistry I and II.
* Assisted students with Microsoft Office, as well as with locating and evaluating online resources and creating PowerPoint presentations.
* Tutored students for the subjects of Pharmacology, Physiology, Organic Chemistry for about 20 hours per week.

**Chemistry Tutor, 20XX – 20XX, STUDENT CENT, Columbia, MO**

* Formulated strategies to assess and communicate with tutees in math and business-based subjects including, Pre-Calculus, Economics, and Finance
* Create personalized lesson plans and reviews for clients
* Provided undergraduate supplemental instruction for Organic Chemistry I, Organic Chemistry II, and Organic Chemistry Lab courses.
* Provided tutoring and academic support to college students, including Spanish translations.

**Student Caller, 20XX – 20XX, Wheaton College, Chicago, IL**

* Updated alumni and student information on the computer database and answered any questions or concerns.
* Called to update records, build relationships, and share recent campus news and request financial support from the U alumni.
* Called individuals (alumni, parents, graduate students) in order connect them to the school.
* Contacted George Mason University alumni and parents to raise money for various Mason programs.
* Maintained a majority of alumni interested in being contacted again about donations and events at BU.

**Education**

BS Education

Wheaton College, Columbia, MO

20XX-20XX