
Academic Tutor Resume

Job Objective

Seeking employment as an Academic Tutor.

Highlights of Qualifications:

- Strong experience in academic tutoring
 - Sound knowledge of instructional techniques
 - Thorough knowledge of basic and advanced educational programs
 - Proficient with curriculum framework
 - Ability to respond to student needs
 - Ability to interact effectively with students, parents and other staffs
 - Ability to teach students independently and in a team
 - Ability to assist students in an academic environment
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Professional Experience:

Academic Tutor

Total Education Solutions, Santa Clara, CA
August 2007 – Present

- Adhered to standard tutoring methods.
- Assisted in organizing program events.
- Maintained documentations of student progress and contact records.
- Prepared students for academic exams.
- Maintained learning materials up-to-date.
- Informed management about student disciplinary problems.
- Engaged students in interactive learning sessions.
- Notified students about school events and schedule changes.

Academic Tutor

Eden Prairie Schools, Santa Clara, CA
May 2004 – July 2007

- Delivered academic courses to students.
 - Resolves concerns from students and their families.
 - Identified poorly performed students and provided extra academic guidance.
 - Maintained all student information confidential.
 - Discussed student's performance with parents and tutoring managers.
 - Maintained student attendance and performance records.
 - Involved students in educational activities.
 - Participated in professional development workshops.
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Education:

Bachelor's Degree in Education
North Park University, Chicago, IL

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