
Literacy Tutor Resume

Job Objective

Seeking employment as a Literacy Tutor.

Highlights of Qualifications:

- Substantial experience in teaching literature to students
 - Sound knowledge of grammar, spelling and pronunciations
 - Familiarity with instructional techniques
 - Good understanding of student behavior standards
 - Ability to teach students from diverse cultures
 - Ability to work well with students and other teaching staffs
 - Ability to engage students in learning
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Professional Experience:

Literacy Tutor

Rochester Public Schools, Laurinburg, NC

August 2007 – Present

- Delivered classroom lectures on English literacy courses.
- Assisted in conducting student entry and exit interviews.
- Managed tutorial schedules on daily basis.
- Responded to student's concerns in a prompt manner.
- Evaluated student's performance on regular basis.
- Maintained student's progress and attendance reports.
- Planned before and after school study sessions.
- Assisted in keeping the tutoring slots filled.

Literacy Tutor

Henry County Schools, Laurinburg, NC

May 2004 – July 2007

- Engaged students in learning to achieve their academic goals.
 - Planned tutorial schedules as per student's needs.
 - Maintained records of each tutoring session.
 - Informed Manager about student performances and concerns.
 - Reviewed and recommended improvements to tutorial programs.
 - Informed in advance to students if unable to attend tutoring session.
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Education:

Bachelor's Degree in Education

Napa Valley College, Napa, CA

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