
Online Teacher Resume

Job Objective

To find a position with a well established school that has a stable environment that will lead to a long tenure as an Online Teacher.

Work Experience:

Online Science Teacher, August 2005 – Present
KC Distance Learning, McMinnville, OR

- Contacted each new student to welcome them to and introduce the course.
- Monitored closely the student's progress relative to their individual course schedule.
- Provided timely and appropriate feedback to student for their assignments.
- Monitored and participated in the Online Instruction Community forum/discussion group/s.
- Managed to establish contact with student inactive for over 3 days, and informed the mentor if a student is inactive for more than 5-days or more.
- Ensured to follow all the guidelines as appropriate.

Online Science Teacher, May 2000 – July 2005
Educate Online, McMinnville, OR

- Motivated the students to stay on track in their respective courses.
 - Coordinated with the student and the mentor to resolve any arising concerns.
 - Provided motivating comments and constructive feedback for each assessment item.
 - Maintained effective communications with all the available resources.
 - Provided appropriate information to each of the students for their successful completion of respective courses with excellent grades.
 - Ensured that upon completion of a course the students are awarded the final grades.
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Education:

Bachelor's Degree in Science, Strayer University, Alexandria, VA

Summary of Qualifications:

- Hands-on experience in distance and online education tutoring
- Thorough knowledge of a school administration, syllabus and course contents
- Exceptional knowledge of internet, instant messaging and basics of computers
- Remarkable ability to explain challenging concepts in an motivating style
- Outstanding ability to satisfy all continuing educational requirements
- Excellent communication and relationship-building skills
- Solid personal management and customer care skills

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