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## Personal Tutor Resume

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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.

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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#### Personal Tutor

Mastery Charter Schools, Grand Rapids, MI

August 2007 – 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 2004 – July 2007

- 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.
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### Education:

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Bachelor's Degree in Elementary Education

Dayton Barber College, Dayton, OH

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