



# ALEXIS WALKER

Senior Tutor | LOS ANGELES, CA 90291, UNITED STATES | (541) 754-3010

## ◦ DETAILS ◦

1515 Pacific Ave, Los Angeles, CA  
90291, United States  
(541) 754-3010  
[email@email.com](mailto:email@email.com)

### PLACE OF BIRTH

San Antonio

### NATIONALITY

American

### DRIVING LICENSE

Full

## ◦ LINKS ◦

[Instagram](#)

[Linkedin](#)

## ◦ SKILLS ◦

Teaching Plans

Lesson Delivery Platforms

Test Compilations

Report Writing

Zoom

Skype

Virtual Whiteboards

Assessments

Academic Guidance

Online Classrooms

English Teaching

Grammar

Sentence Construction

Punctuation

Essay Writing

Editing & Proofreading

Role Play Sessions

## PROFILE

*Professional Language Tutor with experience in teaching Spanish, French, and English to University Students. Studied a Masters Degree in European Languages in Paris and also attained a Bachelors in Education Management. Brings to the table a forte of technical language teaching for written adeptness, as well as a practical role-play component improving verbal communication skills.*

## EMPLOYMENT HISTORY

### Online Tutor at TSL Online Tutoring Agency, Washington

May 2018 — Present

*Improved the academic performance of learners in Mathematics by 30% on average for a group of 25 individuals.*

- Utilize online teaching platforms and virtual classrooms for instructing students
- Tutor individual students via Skype sessions
- Customize lessons to align with student needs and areas of development
- Create mock exams and practice tests to help students prepare for exams
- Organize group role-play sessions to improve conversational skills
- Assist with college and university admission applications
- Proofread, edit and provide coaching to MBA students regarding their proposals and dissertations
- Present monthly reports to all learners regarding their progress and identify areas of weakness to be addressed
- Use whiteboard functionalities in online chat rooms to teach student groups of 30 or more in one session
- Record all group tutoring sessions and create revision video's on YouTube

### College Tutor at University of Arizona, Springfield

January 2017 — January 2018

*Received a 4.8/5 rating from over a 100 students commenting on the University's Facebook Page.*

- Responsible for providing academic guidance and coaching to 15 students per semester on a one on one basis
- Prepare study guides and learning materials aligned with the college curriculum for the year
- Tutor students on 1st,2nd and 3rd-year level in a variety of major subjects available within the faculty's Human Sciences degree programs
- Assist students in exploring career opportunities, writing cover letters and creating resumes
- Provide interview training to graduates applying for summer internships
- Assess each student's academic ability at the beginning of the year as to customize individual learning plans and set academic performance goals
- Facilitate recordkeeping, notifications, and submissions of assignments via an online tutoring platform

### Mathematics Tutor at Ridgefield Secondary School, Seattle

January 2015 — December 2016

## ◦ LANGUAGES ◦

English

French

Spanish

## ◦ HOBBIES ◦

Blogging, Running, Hiking

*Wrote two study guides for Algebra and Calculus which were adopted by five schools in the district as part of their revision and exam preparation workshops during summer school.*

- Present bi-weekly one-on-one academic training sessions in calculus, geometry, and algebra
- Monitor the progress of each learner and provide parents and guardians with feedback reports
- Maintain discipline and cultivate a learning culture during each tutoring session
- Write topic-specific guidelines to assist students with exam and test techniques
- Create topic summaries from prescribed study materials and distribute to students every week
- Conduct pop quizzes and mock exams to assess students' grasp of the subject matter
- Prepare customized lesson plans according to each student's individual needs

## 🎓 EDUCATION

Master of Arts in Counseling Psychology, Morgridge College, Denver

January 2019 — Present

Virginia Communication and Literacy Assessment (VCLA), Virginia Department of Education, Amherst

March 2019 — March 2019

Reading Assessment: 300 points

Writing Assessment: 325 points

Praxis Parapro Assessment Certification, Capitol Region Education Council (CREC), Hartford

2016 — May 2016

Score: 548 points

Bachelor's Degree in English Literature, University of Ohio, Denver

June 2011 — June 2013

GPA: 3.8

## 📖 COURSES

Accredited Level III Tutor, College Reading and Learning Association, Oak Creek

June 2019 — June 2019

Teacher's Aide Associates Programme, University of Arizona, Buffalo

January 2012 — July 2014