

Alexis Walker



Senior Tutor

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Links	Instagram , Linkedin		

01 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.

02 EMPLOYMENT HISTORY

05/2018 — Present

Online Tutor at TSL Online Tutoring Agency

Washington

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

01/2017 — 01/2018

College Tutor at University of Arizona

Springfield

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

01/2015 — 12/2016

Mathematics Tutor at Ridgefield Secondary School

Seattle

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

03 EDUCATION

Jan 2019 — Present

Morgridge College

Denver

Master of Arts in Counseling Psychology

Mar 2019 — Mar 2019

Virginia Department of Education

Amherst

Virginia Communication and Literacy Assessment (VCLA)

Reading Assessment: 300 points

Writing Assessment: 325 points

2016 — May 2016

Capitol Region Education Council (CREC)

Hartford

Praxis Parapro Assessment Certification

Score: 548 points

Jun 2011 — Jun 2013

University of Ohio

Denver

Bachelor's Degree in English Literature

GPA: 3.8

04 SKILLS

Teaching Plans	● ● ● ● ●	Online Classrooms	● ● ● ● ●
Lesson Delivery Platforms	● ● ● ● ●	English Teaching	● ● ● ● ●
Test Compilations	● ● ● ● ●	Grammar	● ● ● ● ●
Report Writing	● ● ● ● ●	Sentence Construction	● ● ● ● ●
Zoom	● ● ● ● ●	Punctuation	● ● ● ● ●
Skype	● ● ● ● ●	Essay Writing	● ● ● ● ●
Virtual Whiteboards	● ● ● ● ●	Editing & Proofreading	● ● ● ● ●
Assessments	● ● ● ● ●	Role Play Sessions	● ● ● ● ●
Academic Guidance	● ● ● ● ●		

05 LANGUAGES

English	● ● ● ● ●	Spanish	● ● ● ● ●
French	● ● ● ● ●		

06 COURSES

Jun 2019 — Jun 2019

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

Jan 2012 — Jul 2014

**Teacher's Aide Associates Programme at-
University of Arizona, Buffalo**

07 HOBBIES

Blogging, Running, Hiking