

# ALEXIS WALKER

Senior Tutor

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA 90291, United States

### PHONE

(541) 754-3010

### EMAIL

email@email.com

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## LINKS

[Instagram](#)

[Linkedin](#)

## SKILLS

Teaching Plans



Lesson Delivery Platforms



Test Compilations



Report Writing



## 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, 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, University of Arizona** Springfield  
Jan 2017 — Jan 2018

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

Zoom



Skype



Virtual Whiteboards



Assessments



Academic Guidance



Online Classrooms



English Teaching



Grammar



Sentence Construction



Punctuation



Essay Writing



Editing & Proofreading



Role Play Sessions



## LANGUAGES

English



French



Spanish



## HOBBIES

Blogging, Running, Hiking

- 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, Ridgefield Secondary School

Seattle

Jan 2015 — Dec 2016

*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

Jan 2019 — Present

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

Amherst

Mar 2019 — Mar 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

Jun 2011 — Jun 2013

GPA: 3.8

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## **COURSES**

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

Jun 2019 — Jun 2019

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

Jan 2012 — Jul 2014