

# Alexis Walker, Senior Tutor

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

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LINKS [Instagram](#), [Linkedin](#)

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**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.*

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## EMPLOYMENT HISTORY

May 2018 — Present **Online Tutor, 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

Jan 2017 — Jan 2018 **College Tutor, 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

Jan 2015 — Dec 2016 **Mathematics Tutor, 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
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## EDUCATION

Jan 2019 — Present **Master of Arts in Counseling Psychology, Morgridge College** Denver

Mar 2019 — Mar 2019	<b>Virginia Communication and Literacy Assessment (VCLA), Virginia Department of Education</b> Reading Assessment: 300 points Writing Assessment: 325 points	Amherst
2016 — May 2016	<b>Praxis Parapro Assessment Certification, Capitol Region Education Council (CREC)</b> Score: 548 points	Hartford
Jun 2011 — Jun 2013	<b>Bachelor's Degree in English Literature, University of Ohio</b> GPA: 3.8	Denver

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

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LANGUAGES	English	Native speaker	Spanish	Highly proficient
	French	Highly proficient		

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#### COURSES

Jun 2019 — Jun 2019	<b>Accredited Level III Tutor, College Reading and Learning Association, Oak Creek</b>
Jan 2012 — Jul 2014	<b>Teacher's Aide Associates Programme, University of Arizona, Buffalo</b>

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HOBBIES	Blogging, Running, Hiking
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