



# Alexis Walker, Senior Tutor

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email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291,  
United States  
(541) 754-3010

### 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](#)

## 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

May 2018 — Present, 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

### College Tutor, University of Arizona

Jan 2017 — Jan 2018, 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

## **Mathematics Tutor, Ridgefield Secondary School**

Jan 2015 — Dec 2016, 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

## **EDUCATION**

### **Morgridge College, Master of Arts in Counseling Psychology**

Jan 2019 — Present, Denver

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

Mar 2019 — Mar 2019, Amherst

Reading Assessment: 300 points

Writing Assessment: 325 points

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

2016 — May 2016, Hartford

Score: 548 points

### **University of Ohio, Bachelor's Degree in English Literature**

Jun 2011 — Jun 2013, Denver

GPA: 3.8

## **COURSES**

### **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

Punctuation

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Essay Writing

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Editing & Proofreading

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Role Play Sessions

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## **LANGUAGES**

English

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French

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Spanish

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## **HOBBIES**

Blogging, Running,  
Hiking