

## AVID TUTOR

### Core Qualifications

- Academic planning
- Goal setting and implementation
- Counseling
- Group instruction
- Microsoft office
- Public speaking
- Attention to detail
- Dependability

### Education

Bachelor of Arts , Human Services and Counseling 2008 Lindsey Wilson College 1/4 City , State , USA

### Human Services and Counseling

### Work Experience

AVID Tutor Aug 2011 to May 2013

Company Name 1/4 City , State

- Took an active role in developing the academic and personal strengths of AVID students.
- Served as a role model/mentor to AVID students by being a lifelong learner, demonstrating appropriate academic and social behaviors.
- Determined if concepts needed to be taught or retaught from student's notes and discussions.
- Evaluated student binders, including calendars, class and textbook notes, etc.
- Conducted mini-lessons in the process of writing in all subject areas, study skills, and other aspects of college preparation.
- Set an example of personal excellence and high expectations for AVID students to follow.
- Communicate frequently and honestly with the AVID coordinator/teacher regarding student progress and areas of concern.

Certified Nursing Assistant Feb 2011 to May 2011

Company Name 1/4 City , State

- Provided or assisted patients' with personal hygiene, dressing, bathing, etc.
- Assisted with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; providing fresh water and nourishment between meals.
- Provides adjunct care by administering, non sterile dressings, surgical preps, ice packs, and heat treatments, Maintains patient stability by checking vital signs and weight.
- Provided patient comfort by utilizing resources and materials; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor.
- Documents actions by completing forms, reports, logs, and records.

Substitute Teacher Dec 2008 to May 2011

Company Name 1/4 City , State

- Assumed all duties of the regular classroom teacher promptly and in accordance with school rules.
- This included bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher.
- Maintained normal classroom routines and discipline procedures.
- Maintain a positive learning atmosphere in the classroom.

Practicum Student Aug 2008 to Dec 2008

Company Name 1/4 City , State

- Planned projects and outings for youth in foster care.
- Coordinated and ran group sessions for adolescent girls.
- Helped maintain foster parent and foster child files.
- Shadowed Treatment Director on therapeutic interventions.
- Participated in fieldwork with Case Managers and therapist.

Assistant to School Counselor/Practicum Student Jan 2008 to May 2008

Company Name 1/4 City , State

- Shadowed the school guidance counselor in the classrooms.
- Planned daily Guidance lessons for multiple grade levels.
- Taught daily guidance lessons to multiple grade levels.
- Observed the counselor during counseling sessions with parents and children.

Office Manager Fitness Instructor Oct 2004 to Dec 2007

Company Name 1/4 City , State

- Office administrator to the Fitness Instructor

- Office duties included basic office skills; working on computer, answered phones , entered student grades, scheduled appointments.
- Other duties included training students on equipment, tracking students gym time, cleaning of equipment and oversaw student activity room

Teacher's Aide Oct 2004 to Jan 2007

Company Name 1/4 City , State

- Worked as a teacher's aide in the after school childcare program through the Ready to Work Program
- Assisted Second grade teacher in the class room helping the children with reading skills.
- Graded papers, entered grades, and assisted with daily management of classroom control.

Awards and Recognition

Phi Theta Kappa Honor Society 2005

Dean List for four semesters

Interests

- Current Student Adviser for the "Service Club" at a local homeschool Co- op
- Volunteered at the Lake Cumberland Community Action Heating Assistance
- Volunteered with Southwestern Music Boosters
- Volunteered at the Pulaski County Senior Citizens Center/ delivered Meals On Wheels
- Volunteered at Necco Foster Care Agency, raising money for the Kids Christmas Fund

Skills

- Computer skills, including Microsoft Office
- Strong verbal skills
- Strong writing skills
- Ability to work under pressure and limited time frame

Additional Information

- Current Student Advisor for the "Service Club" at a local home-school Co-op
- Volunteer, Lake Cumberland Community Action Heating Assistance
- Volunteer, Southwestern Music Boosters
- Volunteer, Pulaski County Senior Citizens Center/ delivered Meals On Wheels Volunteer,
- Necco Foster Care Agency, Put together a lunch and auction to raise money for Kids Christmas Fund