**Candis Conover**

228 Edwards Street, Columbia, NC 27925

Mobile: +1 252-706-2194 ▪ Email: [candi-c@resumesbot.com](mailto:candi-c@resumesbot.com)

**OBJECT: TUTOR**

**SUMMARY:**

I am a motivated, detail-oriented, organized, and fast-paced individual with experience in a college setting tutoring services and private tutoring for elementary to middle school-age students. I have the ability to quickly learn the procedures for virtually any task presented to me along with the capability to apply said knowledge to gaining a desirable result. With knowledge of computer systems and programs such as Microsoft Office Suite and more, I am confident that I am qualified to handle a wide range of computer related tasks. Additionally, I am accustomed to handling completing various office duties such as handling paperwork, phone etiquette, and a copious amount of other duties.

**SKILLS:**

* Tutor Math’s for students grades 9-12.
* Teaching all aspects of English (grammar, pronunciation, vocabulary, fluency, reading comprehension, and writing) to speakers of other languages at all levels.
* Developing lesson plans and using classroom management techniques.
* Teaching and tutoring Reading, Writing and Math at the K-6 level using techniques to encourage metacognition.
* Able to read, write, and speak Japanese at the Elementary level.
* Coordinating groups of volunteers and planning events.

**EDUCATION:**

**Bachelor of Arts degree in Mathematics**

California State University Fullerton Fullerton, CA

**CERTIFICATES/LICENSE:**

TESOL/ TEFL Certification

**PROFESSIONAL EXPERIENCE:**

**TUTOR**

***Faith Academy, Columbia, NC* Oct. 2018 - Present**

* Plane daily and weekly lessons according to the curriculum.
* Communicate various mathematical concepts, check student notebooks and mark their progress regularly in portfolios.
* Arrange and execute remedial lessons, individually catered for each student's lacking areas in math.
* Conduct class tests and evaluating the performance.
* Mentor staff and students for better performance.
* Provide opportunities to all learners.
* Enable students to achieve success in various competitive examinations.
* Design an appropriate instruction system for continuous assessment.
* Evaluate students' performance twice a month and in test series.

**TUTOR**

***EF Teaching Centers, Columbia, NC* Nov. 2014 – Sept. 2018**

* Implemented student-centered assignments aligned with the public-school curriculum.
* Assigned differentiated assignments to meet the various identified needs of students.
* Maintained up-to-date records of assignments for students.
* Established open lines of communication with parents, including conferences.
* Maintained a safe and secure learning environment for students.
* Participated in faculty meetings, committees, and other professional events.

**VOLUNTEER WORK**    
SWEEAC: Laborer, Atlanta, Georgia    
Assisted low-income and homeless families receive meals and clothing and necessities that were donated through a non-profit organization. Unloaded and organized trucks of merchandise to distribute to the families in need. Formulated and executed awareness campaigns to attract new families.

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