



CANDIS CONOVER

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.

EDUCATION

Bachelor of Arts degree in Mathematics
California State University Fullerton
Fullerton, CA

CERTIFICATES/LICENSE:

TESOL/ TEFL Certification

CONTACT ME

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228 Edwards Street, Columbia, NC 27925

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.

PROFESSIONAL EXPERIENCE:

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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.
- Mentore staff and students for better performance.
- Provide opportunities to all learners.
- Enable students to achieve success in various competitive examinations.
- Designe an appropriate instruction system for continuous assessment.
- Evaluated 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.

ResumesBot

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