

Emma A. Plicant

Anywhere, USA • (123) 456-7890 • emma@plicant.com

Creative, reliable tutor with three years' experience one-on-one coaching students in grades 8-12 in English language and literature, with particular expertise in scaffolding lessons for starting and emerging English speakers. Seeking a tutoring position where I can continue to improve my pedagogical skills in a supportive and flexible environment.

Work Experience

September 2017 to June 2020 **English Tutor** Dictionary Academy Tutors
<https://www.dictionary.com/e/find-tutors/>

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- Tutored students grades 8-12 in English language and literature in order to meet school learning objectives, prepare for SAT or ACT exams, or improve overall grades
- Developed and administered detailed learning plans tailored to each student's needs and goals with a combination of informal and formal benchmark assessments to ensure progress
- Held biweekly check-ins with student, teachers, and parents and guardians to ensure continuity in learning expectations across domains
- Led bimonthly workshops for new tutors on tips and tricks for successful tutoring sessions

June 2018 to September 2018 **Summer Library Intern** Local Community Center

- Helped create a lending library for the local community center by raising funds, soliciting book donations, and finding library space
- Coordinated a book drive that resulted in over 500 book donations
- Created a record-keeping system to keep track of loans and library users

July 2016 to June 2018 **Community Administrator** University Housing Administration

- Provided personal support to a cohort of thirty undergraduates in university housing, including logistics, conflict management, and training
- Organized bimonthly community building activities for students, such as field trips and movie nights
- Acted as a peer counselor to students in need of support
- Created and promoted My Language Buddy, a support program for international students that paired them with peer translators to help them navigate the university system

June 2014 to August 2016 **Cashier** Scott's Grocery Store

- Greeted customers and provided friendly customer service
- Scanned goods and ensured proper payment and change
- Awarded Employee of the Month four times

Education

2020 BA in English Literature
University of Minnesota, Minneapolis, MN

Magna cum laude
Creative Writing Minor

Skills

- Certified in CPR/AED and first aid
- DELE-certified C1 Spanish
- Organized
- Inventive