



Academic Assistance and Resource Center

RESUME TIPS FOR TUTORS

I worked at an award-winning learning center:

- The Texas Higher Education Coordinating Board’s Star Award recognizing exemplary contributions to higher education (2006)
- Distinguished Certification by the National Association for Developmental Education (2007)—only one in the nation!
- Distinguished Program Award by the Texas Association of Developmental Education (2003)
- Highest level of certification for all four programs with College Reading and Learning Association—one of only two in the nation at this level!

I contributed to the academic success of AARC clients:

- 4,000 students served
- 47,000 visits
- 1-year grade point averages--all full-time beginning freshmen:

	2004	2005	2006	2007
NonAARC	2.18	2.11	2.06	2.01
AARC	2.57	2.45	2.51	2.41

I received training in the following areas and applied these skills to my tutoring sessions:

- Interpersonal communication
- Motivational strategies
- Independent Learning
- Study strategies
- Time Management
- Record Keeping

Some of the following professional development activities may be true:

- Certified at (level 1,2, or 3) in the International Tutoring Certification Program
- Guided individuals in learning content
- Led groups in learning content
- Illustrated abstract concepts
- Presented training sessions to new tutors
- Assisted my Program Director in observation and assessment of new tutors
- Listened attentively to clients to customize service
- Managed interpersonal conflicts involving clients
- Created materials in preparation for tutoring sessions
- Adjusted my work appropriately with feedback from tutor evaluations and observations
- Maintained accurate records of client visits and filed them in a timely manner
- Worked closely with my professor in preparing tutoring sessions