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# Sandra Miller

A highly-educated tutor bringing a first-rate understanding of teaching methods. Experience at Kaplan, Inc. and Apollo Education Group solidified my ability to devise personalized lesson plans, simplify complex concepts, and regularly assess student progress to improve understanding and performance. Certification in tutoring underscores commitment to professional development in the field.

## CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation  
Zip Code

## KEY SKILLS

- Ability to simplify complex concepts
- Communication skills
- High school curriculum expertise
- Knowledge of learning styles
- Lesson planning

## PROFESSIONAL EXPERIENCE

JUNIOR ENGLISH TUTOR | KAPLAN, INC., NEW YORK, NY  
JUNE 2022 – PRESENT

- Tailors English study materials for high school students and assists them in understanding the complexity of the English language while improving their writing skills
- Assesses the progress of over 30 students through weekly quizzes and homework assignments, recording an average grade improvement of 20% since commencement
- Creates lesson plans that adapt to individual student learning styles, resulting in increased student engagement and enhanced learning outcomes

MATH TUTOR (PART-TIME) | HUNTINGTON LEARNING CENTER, QUEENS, NY  
SEPTEMBER 2021 – MAY 2022

- Taught basic and advanced mathematical concepts to a group of 25 middle school students, simplifying complex concepts to improve understanding
- Conducted weekly tests and provided constructive feedback for improvement
- Developed personal lesson plans tailored to each student's skill set and academic goals; saw an average increase of 15% in test scores over eight months

## EDUCATION

- Bachelor of Arts in English, St. John's University | May 2020

## CERTIFICATIONS

- Certified Tutor (CT) - National Tutoring Association, May 2022