

GUINEVERE CHILDES

English Tutor

✉ Guinevere@email.com

☎ (123) 456-7890

📍 Saratoga, CA

🌐 [LinkedIn](#)

🐦 [twitter](#)

EDUCATION

B.A. in Psychology

San Jose State University

📅 August 2019 - May 2023
(anticipated)

📍 San Jose, CA

🎓 GPA: 3.8

Awards

- Undergraduate English Thesis Award (2021)

Relevant courses

- 387: Comparative American Literature
- 415: Fables in English Language Education

SKILLS

- Empathy
- Grammar
- Writing
- Attention to Detail
- Engaging Lesson Plans
- Confidence Building
- Multilingual (Spanish, ASL, French, Japanese)

HOBBIES & INTERESTS

- Organized local Spelling Bee in 2020
- New York Times Spelling Bee puzzle "Queen Bee" 130+ times

CAREER OBJECTIVE

College student at San Jose State University with a passion for English and education, seeking employment as an English Tutor for SJSU's Language Development Center to use my specialized skillset developed through years of active reading and collaboration to improve the writing experience for SJSU students.

PROJECTS

Peer Editor

Volunteer

📅 2020 - current

- Collaborated with 26 regular students to critique and improve papers for school, applications, and work
- Reviewed written materials before meetings, developing lesson plans that were responsible for 112 students providing unsolicited positive feedback to faculty advisors
- Hosted "Crash Course in English" refresher for students looking to improve writing skills, resulting in a 12% increase in average grades

The Book Worm Book Exchange

Volunteer

📅 2019 - 2021

- Held donation drives, preparing posters and advertisements that increased the number of donated books per event by 133%
- Spearheaded local weekly read-aloud events at public parks that grew to 47 regular participants who brought books to share
- Inventoried 3,700 book donations, ensuring all public members could find books to exchange
- Collaborated with 5 local "Little Free Library" sites to swap out books and keep each location stocked

WORK EXPERIENCE

Customer Service Associate & Cashier

Joann Fabrics

📅 May 2017 - April 2019

📍 Fremont, CA

- Handled checkout procedures for 40+ customers per shift, answering any final questions and complimenting fabric choices
- Maintained the highest standard of professionalism, demonstrating detailed knowledge of 320+ fabrics in inventory and best applications/practices for each
- Aided 100% of customers in selecting and sizing fabric, providing lists of local recommendations for alterations, and upholstery services
- Charged with conducting all opening and closing procedures, ensuring 0 late openings, and receiving packages outside of regular hours
- Collaborated with stockers and management to assess fabric trends and restocking strategies, providing more modern fabrics that boosted store traffic by 17%