

# ROB SMITH

1650 Anyway Dr. NW Apt. 104, Anytown, NC 28200

Phone: (000) 000-0000 E-mail: [robsmith@xyz.com](mailto:robsmith@xyz.com)

## EDUCATION EXPERIENCE

### **English Learning Center**

Anytown, NC

*English as a Second Language (ESL) Volunteer Tutor*

*September 2012 – present / 10 hours per week*

- Planned and taught ESL to students aged 12 – 24 with an emphasis on conversation
- Managed class sizes ranging from 4 to 16 students while providing individualized feedback
- Engaged students through fun, interactive activities to increase speaking, writing, reading and listening skills

### **State University Language Center**

Anytown, NC

*English for Academic Purposes (EAP) tutor*

*August 2011 - May 2012 / 6 hours per week*

- Tutored college students with non-English backgrounds one-on-one through the writing process to work on citation, drafting, grammar, revision, and tone
- Coached students to identify and resolve writing issues across multiple content areas

### **Shady Brook Elementary School**

Anytown, NC

*Reading Tutor*

*August 2010 – May 2011 / 4 hours per week*

- Provided reading instruction to students in grades 1 – 5 by diagnosing the difficulties in reading
- Handled the tasks of maintaining accurate and complete records of student as per district guidelines
- Developed relevant resources to aid in reading practice and instruction

## VOLUNTEER ACTIVITIES

### **Anywhere YMCA**

Anytown, NC

*After-School Group Leader*

*June – August 2007, 2008, 2009 / 40 hours per week during Summer*

- Organized and directed numerous fun-filled learning activities for campers while building team spirit
- Taught tennis, baseball, volleyball, and four-square
- Adhered to health and safety compliance standards in accordance with YMCA policies

### **Art Museum**

Anytown, NC

*Museum Educator Volunteer*

*August 2008-May 2010 / 6 hours per week*

- Created an educational, enjoyable, and welcoming experience for museum visitors
- Guided visitors through museum by speaking about the exhibits and answering questions

**EDUCATION**

**University of Anytown**

Anytown, NC

*Bachelor of Arts, International Affairs*

May 2014

- Graduated with honors (GPA 3.7)

**Boğaziçi University**

Istanbul, Turkey

August – December 2013

- Study Abroad: Home-stay and Courses in international relations, Turkish language, culture & history

**SPECIALIZED SKILLS & TRAININGS**

- **Computers:** Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- **Languages:** Intermediate Turkish
- **Certified** in American Red Cross CPR & First Aid (2013)