# Priya Desai

## Academic Tutor

Chicago, IL (312) 555-0139 priya.desai@email.com linkedin.com/in/priyadesai

## SUMMARY

Academic tutor with 6 years of experience supporting high school and college students in English, history, biology and study skills. Plans weekly sessions around each course syllabus, writes progress reports in Microsoft Word and tracks grades in Microsoft Excel for families and advisors. Combines attention to detail with clear communication skills in every session.

## EXPERIENCE

### Academic Tutor

03/2023 - Present

Northshore Academic Support

Evanston, IL

*Private tutoring practice serving about 120 students in grades 8-12 and first-year college.*

- Coach **16** students a week in English, U.S. history, biology and study skills, in person and on Zoom.
- Write monthly progress reports in Microsoft Word for parents, covering grades, missing work and next goals.
- Track test scores and assignments in a Microsoft Excel workbook and flag any course grade below a B.
- Rebuild study plans for students on academic warning; 9 of 11 reached a 2.5 GPA within two semesters.

### Tutor

06/2021 - 02/2023

Lakeview Test Prep

Chicago, IL

*Test prep and homework tutoring company with 3 Chicago locations.*

- Taught ACT prep classes of 8 in English and Reading; students gained an average of 4 composite points.
- Provided essay feedback on 30 practice essays a week, covering thesis, evidence and structure.
- Scheduled 25 weekly sessions across 3 centers and confirmed each one with families by text and email.
- Created a 40-page reading strategies packet that the company adopted for all new tutors.

### Homework Help Tutor

09/2020 - 05/2021

Rogers Park Youth Center

Chicago, IL

*Part-time evening role during senior year of college.*

- Supported 15 middle schoolers each evening with math, reading and science homework in a drop-in room.
- Handled lesson planning for a 6-week reading group of 10 sixth graders who were below grade level.
- Reviewed report cards with 10 families each quarter and agreed on one goal per student.

## SKILLS

- **Study Skills**
- **Essay Feedback**
- **ACT Prep**
- **Progress Reports**
- **Microsoft Word**
- **Microsoft Excel**
- **Zoom**
- **Lesson Planning**
- **Communication Skills**
- **Attention to Detail**

## EDUCATION

### Bachelor of Arts

Loyola University Chicago

English

Chicago, IL

05/2021

## CERTIFICATES

### Level II Advanced Tutor Certification

College Reading and Learning Association

09/2022