NATHAN BROOKS

WRITING TUTOR

CONTACT

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SUMMARY

Writing tutor with 5 years of experience in college writing centers, working with first-year, transfer and multilingual students on essays, lab reports and personal statements. Teaches thesis development, revision strategies and APA and MLA style citation in 45-minute sessions. Holds an M.A. in English and brings strong communication skills and patience to writers at every level.

SKILLS

- Thesis Development
- Revision Strategies
- APA Style
- MLA Style
- Chicago Style
- Essay Feedback
- WCOnline
- Microsoft Excel
- Communication Skills
- Patience

EDUCATION

Master of Arts 06/2023
Portland State University
Portland, OR
English

CERTIFICATES

Level II Advanced Tutor Certification
03/2024
College Reading and Learning Association

EXPERIENCE

Writing Tutor 09/2023 - Present
Willamette Heights Community College — Portland, OR
Community college writing center serving about 9,000 students on two campuses and online.

- Hold **15** 45-minute writing consultations a week, in person and online through WCOnline.
- Coach students through thesis development and revision strategies on composition, nursing and business drafts.
- Teach APA style and MLA style citation in 6 classroom workshops a term, reaching about 150 students.
- Analyze session data in Microsoft Excel each term; the findings led the center to add 10 evening hours.

Admissions Essay Coach 06/2022 - 08/2023
Rose City College Counseling — Portland, OR
Part-time summer and fall role coaching high school seniors on application essays.

- Coached 22 seniors through Common App personal statements from brainstorm to final draft.
- Reviewed 3 drafts per student within 48 hours, focusing on voice, structure and word limits.
- Created a 6-step revision checklist that the counseling team now shares with every client.

Graduate Writing Consultant 09/2021 - 06/2023
Portland State University — Portland, OR
Part-time graduate assistant role in the university writing center, 15 hours a week.

- Consulted with 400+ undergraduate and graduate writers over 2 years on research papers and theses.
- Wrote 5 handouts on paragraph structure, Chicago style footnotes and literature reviews.
- Led a weekly writing group for 8 multilingual graduate students drafting thesis chapters.
- Provided essay feedback in written follow-up notes so students could revise between sessions.