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# Amanda Crane

## Private tutor

518 B 32nd Avenue

Myrtle Beach, SC 29577

845-325-9387

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## EXPERIENCE

### Homeschool Instructor

2016 - PRESENT

- Developed individual study plans for students working at different age levels.
- Researched and selected appropriate resources within a financial budget of \$500 per student.
- Taught a variety of subjects while providing motivation and inspiration.
- Prepared reports and spreadsheets for facilitation to review progress.

### Independent Contractor - *Essentials Tutor (Grammar & Writing Instruction)*

June 2019 - PRESENT

- Planned, facilitated, monitored and implemented Classical Conversations intensive grammar program using the Essentials of the English Language Guide and the Institute for Excellence in Writing curriculum
- Creatively designed weekly grammar, mental math, and writing lesson plans for 4th-6th graders and assigned appropriate, yet challenging assignments to reinforce understanding and mastery
- Successfully improved student participation in the classroom through integration of creative role-playing exercises and mental math games
- Enforced "Upper Class" peer modeling relationship between 4th and 6th grade students, increasing student development and enthusiasm for learning

### Independent Contractor - *Foundations Tutor*

2018 - 2019

- Use a variety of teaching methods such as lectures, discussions, and demonstrations
- Plan and conduct hands-on activities to provide students with opportunities to observe, question and investigate
- Participate in annual training courses to keep up to date with new teaching methods and developments
- Establish positive relationships with students, parents, colleagues and administrators
- Establish and enforce rules for behavior among students

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## **Kohl's Department Store** - *Sales associate*

2007 - 2010

- Quickly able to learn and adapt to current technology to assist customer needs
- Delivered the highest level of customer service through effective problem solving
- Ensured that all cash handling procedures are done in accordance to policy and procedure
- Completed transactions accurately and efficiently while engaging customers
- Flexible and cross-trained and worked in other areas of the store such as: cash office, stockroom, Hardlines, and soft lines

## **EDUCATION**

**Keuka College** -*Mathematics*

2002