

Geraldine M. Báez Toledo

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Ph: 787-469-4958

Professional Summary

Skills

- Computers Skills: Word, Excel, Power Point
- Communications and Media
- Punctual
- Learning Strategies
- Critical Thinking
- Judgment and Decision Making
- Hard Worker, Fast Learner, Team Work
- Responsible

Experience

Math tutor

Jan 2015-May 2015

Step by Step Learning School

Gurabo, PR

- Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress.
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- Travel to students' homes, libraries, or schools to conduct tutoring sessions.
- Assess students' progress throughout tutoring sessions.
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.

Education

High School Diploma

Academia Cristo de los Milagros

May 2015

Caguas, PR

Bachelor of Science: Biology

Universidad de Puerto Rico - Cayey

Cayey, PR

- Member, American Medical Student Association (AMSA).
- Member, Medicine Education and Development for Low-Income Families Everywhere (MEDLIFE).