

John Charles Wood

Literacy Consultant

Summary Professional tutor with master's degree and CRLA certification
Objective To promote multiple forms of literacy

Education

2000 - 2001 Graduate Work in Master of Education Program (9 hours)
Houston Baptist University, Houston, Texas
1993 - 1996 Master of Arts (1996)
Trinity International University, Deerfield, Illinois
1988 - 1992 Bachelor of Business Administration (1990)
Southern Methodist University, Dallas, Texas

Work Experience

2002 – 2018 Business Tutor and Consultant in Writing Across the Curriculum
Lone Star College- Montgomery, Conroe, Texas
2000 - Present Private Tutor
Harris and Montgomery Counties, Texas

Key Skills

- ❖ Establish respect and rapport with students and clients
- ❖ Provide encouragement and support in an accepting learning environment
- ❖ Understand a client's background and academic preparation
- ❖ Assess needs and recognize areas of competence
- ❖ Select appropriate methods for client's skill level and learning style
- ❖ Listen attentively and use questions to enhance logic and reasoning abilities
- ❖ Work cooperatively: one-on-one and in small groups
- ❖ Reinforce materials learned in the classroom and cooperate with faculty
- ❖ Impart by example high standards of ethics and responsibility
- ❖ Model resource acquisition and accurate citation in the research process
- ❖ Demonstrate skills in MS Word, Excel, PowerPoint and Publisher
- ❖ Speak fluently in Spanish when needed

Accomplishments

- ❖ Produced reference materials in accounting and writing for the college
- ❖ Managed website and initiated various web projects for a WAC writing center
- ❖ Conducted ESL conversation groups
- ❖ Delivered workshops and seminars on a broad range of topics
- ❖ Trained and on-boarded new tutors

Current Endeavors

- ❖ Creative writing: poetry, short stories and novels
- ❖ Company research and financial analysis for a partnership
- ❖ Domestic political and international ministry correspondence
- ❖ Koine Greek, Hebrew and French language acquisition
- ❖ Engaged in local literacy groups and National History Day competition