

Juliet Willis

Sociology Tutor

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📍 Harrisburg, PA 17102

STRENGTHS

- 📖 **Course Preparation**
Reviewed readings and lecture notes before sessions, then shaped explanations around questions peers raised.
- 💬 **Clear Explanation**
Connected sociological theories with familiar examples. A simple comparison often helped peers explain concepts independently.
- ✉ **Student Communication**
Shared meeting details promptly and kept conversations focused. Peers knew what to expect before each session.
- ♥ **Organized Records**
Logged dates, topics, preparation, and time spent. This practice made academic activity reporting dependable.
- 👥 **Adaptive Support**
Used learner feedback to revisit unclear ideas and adjust study materials for different learning needs.

SKILLS

Sociology 101 concepts

One on one tutoring Peer learning

Session preparation

Student communication

Study guide development

Academic research Scheduling

Recordkeeping

Electronic time reporting

Social institutions

Social stratification

Research methods

Course material review

Student support

SUMMARY

Sociology student and peer learning facilitator with strong preparation in **Sociology 101**, an earned A in the course, and practical experience explaining concepts in one on one settings. Academic work includes guiding structured review sessions, creating study resources, connecting theory with everyday examples, and adapting explanations after observing learner questions. Coursework and research assignments developed clear habits for organizing notes, checking terminology, documenting findings, and presenting information accurately. Scheduling experience includes coordinating meetings around academic commitments, communicating timely session details, and keeping organized activity records. Comfortable reviewing **course material** before appointments, supporting students with foundational concepts, and reporting hours through electronic timekeeping systems. Prepared to complete required Pennsylvania criminal background, Child Abuse History, and **FBI Fingerprinting** clearances while contributing dependable, student focused **academic support**.

EDUCATION

Bachelor's Degree in Sociology

Capital Valley University 🎓 GPA: 4.0 📅 2028 📍 Harrisburg, PA

Coursework: *Sociology 101, social institutions, social stratification, research methods*

TECHNICAL SKILLS

- **Academic Support:** One on one tutoring, peer learning, study sessions
- **Sociology Content:** Sociology 101, social institutions, social stratification
- **Research Methods:** Questionnaires, variables, research limitations
- **Study Materials:** Study guides, concept maps, practice questions
- **Course Review:** Assigned readings, lecture notes, vocabulary review
- **Student Scheduling:** Appointment coordination, meeting arrangements, calendar planning
- **Communication Tools:** Email, direct messaging, scheduled conversations
- **Recordkeeping:** Session logs, preparation notes, activity records
- **Time Reporting:** Electronic timekeeping, hours worked, reporting accuracy
- **Clearance Requirements:** Pennsylvania Criminal Background Check, Child Abuse History Clearance, FBI Fingerprinting

EXPERIENCE

Sociology Peer Learning Facilitator

University Project 📅 January 2026 - Present 📍 Harrisburg, PA

Support small peer study settings through Sociology 101 review sessions, prepared learning materials, one on one explanations, **scheduling** coordination, and organized activity records.

- Developed **Sociology 101** reviews covering culture, institutions, stratification, and **research methods**.
- Prepared outlines from assigned readings and lecture notes before each peer session.
- Guided one on one discussions connecting sociological theories with practical everyday examples.
- Created study guides for four course units and checked terminology against class materials.
- Adjusted explanations after peer feedback, revisiting concepts that remained unclear during sessions.
- Maintained session logs with dates, topics, preparation notes, and time spent.

Student Research Assistant

Academic Research 📅 September 2025 - December 2025 📍 Harrisburg, PA

Completed supervised introductory sociology research focused on social norms, student participation, questionnaire organization, classroom presentation, and accurate interpretation of findings.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Sociology Peer Learning Facilitator at University Project (9 Months)
- Student Research Assistant at Academic Research (3 Months)
- Sociology Study Resource Coordinator at Course Project (4 Months)

- Designed a supervised assignment examining social norms and campus organization participation.
- Reviewed **sociology** sources and organized findings around socialization, groups, and institutions.
- Built an anonymous questionnaire documenting purpose, variables, limitations, and instructor review notes.
- Organized responses from 42 participants in a spreadsheet for classroom analysis.
- Presented findings with clear definitions and practical examples during class discussion.
- Earned strong instructor feedback for terminology, organization, methods, and evidence use.

Sociology Study Resource Coordinator

Course Project 📅 January 2025 - May 2025 📍 Harrisburg, PA

Built a semester study resource portfolio for Sociology 101, organizing summaries, vocabulary, concept maps, practice questions, and peer review materials.

- Built chapter summaries, vocabulary notes, concept maps, and practice questions for Sociology 101.
- Compared lecture notes with readings to identify topics needing focused review.
- Organized resources by course unit for faster access before assessments.
- Explained challenging concepts during informal study sessions through guided questions.
- Revised materials after quizzes and instructor feedback to correct misconceptions.
- Completed **Sociology 101** with an A, exceeding the B plus tutoring threshold.

PROJECTS

Sociology 101 Study Resource Portfolio 📅 2025

Created a structured collection of chapter summaries, concept maps, vocabulary notes, and practice questions. Materials supported peer review and reflected revisions based on quizzes, readings, and instructor feedback.

Campus Participation Research Assignment 📅 2025

Examined how social norms influence student participation in campus organizations. Organized questionnaire responses, summarized patterns, and presented findings with appropriate limits for a classroom sample.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026
- Academic Achievement Award in Social Sciences, 2026
- First Year Academic Merit Scholarship, 2025

CERTIFICATIONS

- Pennsylvania Criminal Background Check 📅 2026
- Child Abuse History Clearance 📅 2026
- FBI Fingerprinting Clearance 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Study Group Coordinator, 2026 to Present
- Campus Academic Success Volunteer, 2026 to Present
- Sociology Student Discussion Group Member, 2025 to Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST