

Job Advertisement

Online English Tutors

iSmart Education

Burnaby, BC, Canada

Paid (Part-time) (29 hrs/wk or less)

Job Description

iSmart Education Canada is a leading provider of quality tutoring for all grades and subjects. We are currently looking for enthusiastic and highly experienced English, Math, and Science tutors who can not only teach students at a high-school level (grade 8-12) following the BC Curriculum guidelines, but also inspire student interest towards the subject. We are looking for tutors who can tutor in the Burnaby, British Columbia area.

Job Description: Must be able to tutor the following subjects:

- English 8/9/10/11/12
- Science 8/9/10
- Physics 11 & 12
- Chemistry 11 & 12
- Anatomy & Physiology 11 - 12
- Life Science 11
- Pre-Calculus 10/11/12
- Calculus 12
- Statistics 12
- AP/IB courses
- AP Physics (1, 2, and C)
- AP Calculus (AB or BC)
- AP Chemistry
- AP Computer Science
- AP Biology

*** Sessions are held in the late afternoon, evenings and/or weekends

*** Tutors work with the same students on a weekly basis

*** This is a permanent part-time position

*** Sessions are held online via Zoom

Requirements:

- Candidates must have a degree in the related fields or currently studying (Accepting undergraduates).
- Candidates must be fluent in written and spoken English.
- Candidates must be available late afternoons and evenings.
- Candidates must be able to start immediately.
- Candidates must have good knowledge of the BC high school curriculum

If you are interested in this job position, please submit your resume as well as your time availability and the level of subjects you are comfortable to teach.

Qualifications

We are looking for tutors who have completed at least 1 semester of post-secondary education.

Desired Skills

Comfortable working independently

Patience

Communication

Adaptability

Hours Per Week

10-20

Job Nature

Virtual (Online)

Independent Contractor Position

Website

<https://eduismart.com>

Preferred Degrees/Disciplines

Health Sciences

Arts/Social Sciences

Business Administration/Commerce/Management

Education/Teaching

Human Kinetics/Kinesiology

Law/Legal Studies

Experience Level

Current Students in an Undergraduate Program

Current Students in a Masters Program

Current Students in a Phd Program

Graduated with an Undergraduate Degree

Graduated with a Graduate Degree (Masters or Phd)

Work Cited

iSmart Education. "Online English Tutors." *UBC Career Centre*, iSmart Education, 2023,
<https://ubc-csm.symplicity.com/students/app/jobs/detail/c7f4b460c02a10c63e0ad4d7af0f6ddd>

Gareth Yuen

April 13, 2023

62 Glenmore Drive, West Vancouver
British Columbia V7S 1A8
7785581398 • TszYuen@student.ubc.ca

Dear iSmart Education:

I am writing to express my interest in a recent job posting your company has posted on UBC Career Centre. I believe I would be a great addition to your company for the position of an online English tutor because I am currently a third-year student majoring in English literature and minoring in philosophy at the University of British Columbia. I have also accumulated experience as a peer mentor and hosting study groups for classes at Capilano University, where my task was to preview and review material while engaging in conversations to encourage student interactions.

I am energetic, enthusiastic, a fast learner, and a team player. But, more importantly, I am very friendly and patient toward children. I know to give them space and time to think when frustrated and how to comfort and console them with words of encouragement and a positive attitude. In addition, I understand how to motivate students to learn by creating games that stimulate thoughts and reward them with treats because I believe in positive reinforcement, not punishment.

My strengths that are beneficial to this position:

- Third-year undergraduate in English literature
- Confident in tutoring students ranging from grade 8 to 12 for the English subject
- Available late afternoons and evenings from Wednesday to Saturday
- Available to start immediately and commit
- Comfortable at working independently and communicating effectively

If there are any questions, please feel free to email me at TszYuen@student.ubc.ca anytime; it would be my pleasure to be of service. Thank you for your time and attention. I look forward to hearing from your fine establishment soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gareth', with a long horizontal stroke extending to the right.

Gareth Yuen

Gareth Yuen

English | Cantonese | Mandarin | Japanese



+1 (778) 558 - 1398



garethyuenclone@gmail.com



linkedin.com/in/gareth-yuen-68764a1ab

Summary

Hello! My name is Gareth, and I moved to Canada from Hong Kong almost four years ago with my family. After two years at Capilano University, I transferred to UBC to pursue my English degree, majoring in English, emphasizing Literature, and minoring in philosophy out of interest.

I am friendly, enthusiastic, energetic, a fast learner, and a team player. In addition, I have accumulated experience being a peer mentor at Capilano University, and I am confident in my capabilities in tutoring children as well because I grew up being a responsible big brother, and I am familiar with children's behaviors, including how to motivate and encourage learning through games and treats.

Education

2021 - Present

BACHELOR OF ARTS - BA

University of British Columbia
Vancouver

2019 - 2021

ASSOCIATE'S DEGREE, ENGLISH LITERATURE

Capilano University
Vancouver

Expertise

- Student Event Planning
- Student Peer Mentoring
- Customer Service and Support
- Sales and Retail
- Blogs and Editing
- Warehouse Operations
- Communication
- App Operations

Experience

PEER ENGLISH MENTOR

Sep 2020 - June 2021

English Chat Cafe | Capilano University

- Guiding conversations with International students who are unfamiliar with the English language
- Creating and hosting interesting events for participants to practice English
- Collaborating with CapU Life Hub to promote and host events for CapU students

JAPANESE 100/101 STUDY GROUP MENTOR

Sep 2020 - June 2021

Japanese 100&101 Class | Capilano University

- Preview and review class materials
- Encourage and maintain Japanese language conversational exchanges
- Coordinate rooms for group discussions

JAPANESE EXCHANGE STUDENT MENTOR

Mar 2021 - APR 2021

Languages & Linguistics Department | Capilano University

- Maintain a steady stream of conversation exchanges
- Encourage the usage of English
- Accompany and monitor groups during cultural outings

CHIEF OPERATING OFFICER

Jan 2018 - Aug 2018

t2 Toys | Toys Trading App | Hong Kong

- Managing and monitoring app operations and mechanism
- Review feedback and propose solutions for improvement
- Drafting proposals for investors

FREELANCE EDITOR

Aug 2017 - Aug 2018

t2 Toys | Toys Trading App | Hong Kong

- Crafting toys reviews and blog posts
- Peer editing to ensure the quality of content published officially are adequate
- Crafting and monitoring platform posts and notices for security measures

CUSTOMER SERVICE REPRESENTATIVE

Jan 2018 - Jun 2018

J.K. Army | Airsoft Company | Hong Kong

- Communicating and catering to international customers
- Assessing workload and priority before distributing assignments to warehouse clerks
- Online website monitoring and product management
- Warehouse department accounting to keep tabs on daily expenses
- Communicating and coordinating with the sales department to resolve stocking issues.

RETAIL SALESPERSON

Jun 2016 - Jan 2018

J.K. Army | Airsoft Company | Hong Kong

- Design and management of product display and stockings
- Retail department accounting to ensure the daily log of income is correct
- Communicating and coordinating with the warehouse department for product and personnel transferal

Gareth Yuen

April 13, 2023

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7785581398 • Tszyuen@student.ubc.ca

Dear Rachelle Jorgenson,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education. They have requested a character reference from my previous supervisor at the English chat cafe, somebody familiar with my peer mentor activity during my time at Capilano University.

I attended the weekly meetings to fulfill my responsibility as a peer mentor and planned events to facilitate student interactions. As a result, I made many friends and received the opportunity to interact with students worldwide while strengthening my leadership and communication capabilities. But more importantly, I believe you can attest to my time and effort, and I trust that you understand me and can talk about my personal qualities to a potential employer.

It would be greatly appreciated if you could let me know if it is possible for a reference letter so that I can send additional information about the job requirement and description. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen

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April 13, 2023

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7785581398 • Tszyuen@student.ubc.ca

Dear Kazuko Mito,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education. They have requested a character reference from my previous supervisor in Japanese class, somebody familiar with my study group activity during my time at Capilano University.

The study group was a precious experience for me as I got to host weekly study groups to fulfill my responsibility as a study group leader, where I was tasked to preview and review class materials while engaging in conversations to encourage student interactions. As a result, I made many friends I am still in contact with, and we are all grateful for creating a study group. But more importantly, not only can you attest to my time and effort, but I trust that you can talk about my personal qualities to a potential employer as well.

It would be greatly appreciated if you could let me know if it is possible for a reference letter so that I can send more additional information about the job requirement. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen

Gareth Yuen

April 13, 2023

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7785581398 • Tszyuen@student.ubc.ca

Dear Ishita Sharda,

I hope this email finds you well. I'm applying for an online English tutor position at iSmart Education, and they have requested a character reference for my previous experience at the English chat cafe. I believe my co-mentor, who shared numerous work and time with me during the mentorship, is perfect for writing a reference for me.

We attended the weekly meetings to fulfill our responsibility as peer mentors and planned events to facilitate student interactions. We learned and laughed a lot, as working with you was my greatest pleasure. But more importantly, I believe you can attest to my time and effort, and I trust that you understand me and can talk about my personal qualities to a potential employer.

It would be greatly appreciated if you could let me know if a reference letter is possible so that I can send additional information about the job requirement and description. Again, thank you for your time and attention; I look forward to hearing from you.

Sincerely,

Gareth Yuen