

Aisha Rubio

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SUMMARY

Early career writing tutor and English graduate with supervised experience supporting college writers through individual conferences, virtual sessions, workshops, class visits, and structured feedback. Provides writing support at the **200 course level**, adapting explanations for first generation, low income, multilingual, and disability identified students. Uses **Microsoft Office Suite**, Excel activity reporting, instructional technology, **virtual meeting tools**, and student support databases for accurate documentation and dependable service. Creates resources covering thesis development, organization, revision, source integration, grammar, and academic conventions while preserving student ownership of written work. Contributes to tutor onboarding, peer mentoring, technical issue reporting, routine clerical work, and supervisor communication. Brings patient communication, **self directed work habits**, and flexible availability across remote and onsite formats.

EDUCATION

Bachelor's Degree in English

2026

Rutgers University New Brunswick GPA: 4.0

New Brunswick, NJ

Coursework: Academic writing, rhetoric, composition, linguistics

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Writing Instruction:** Academic writing, composition, rhetoric
- **Writing Support:** Thesis development, paragraph development, revision planning
- **Source Integration:** Citation practice, source evaluation, academic conventions
- **Tutoring Formats:** Face to face tutoring, virtual tutoring, group tutoring
- **Student Records:** Student database documentation, session records, follow up notes
- **Instructional Technology:** Virtual meeting tools, classroom technology, online learning tools
- **Reporting Tools:** Excel activity reports, attendance records, workshop notes
- **Tutor Development:** Tutor onboarding, peer mentoring, supervised observation
- **Student Services:** Class visits, tutoring referrals, visitor assistance

SKILLS

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|-------------------------|-------------------------|-------------------------|----------------------------|
| • Writing Tutoring | • Workshop Facilitation | • Student Feedback | • Instructional Technology |
| • 200 Level Support | • Academic Writing | • Microsoft Office | • Inclusive Support |
| • Face to Face Tutoring | • Revision Strategy | • Microsoft Excel | • Tutor Training |
| • Virtual Tutoring | • Source Integration | • Student Documentation | |

EXPERIENCE

Writing Tutor, Writing Tutor Practicum

September 2025 - Present

University Writing Center

New Brunswick, NJ

Conduct supervised writing conferences for undergraduate students through face to face and **virtual formats**. Support thesis development, organization, evidence, revision, editing, source integration, and academic style. Maintain accurate student records, create learning resources, prepare activity summaries, complete tutor development, and adapt service for varied learning needs.

- Strengthened undergraduate thesis plans through scaffolded questioning during supervised virtual writing conferences.
- Recorded session goals and follow up needs in student support systems with consistent accuracy.
- Created **source integration** resources for tutoring sessions, workshops, and **class visits**.
- Adapted pacing and explanations for **first generation**, low income, multilingual, and **disability identified** students.
- Prepared Excel activity summaries and Microsoft Office materials for reliable center reporting.
- Applied supervisor feedback from observations and seminars to improve student centered conference practice

Peer Writing Workshop Facilitator, Academic Peer Learning Program

January 2025 - May 2025

Academic Peer Learning Program

New Brunswick, NJ

Facilitated writing workshops for 200 level humanities courses and supported peer facilitator orientation. Guided assignment analysis, outlining, peer response, revision planning, and source based arguments. Maintained attendance records, summarized student needs, introduced tutoring services, and reported classroom or virtual technology issues.

- Facilitated 200 level humanities **workshops** using practice passages and guided revision exercises.
- Helped students analyze assignments, outline arguments, and integrate sources into academic drafts.
- Maintained attendance records and summarized recurring learning needs for supervising staff.
- Introduced **tutoring resources** during **class visits** through concise demonstrations and appointment guidance.
- Modeled constructive feedback, referral boundaries, and accurate documentation during peer facilitator orientation.
- Documented classroom **software** issues and routed unresolved access problems to program staff

PROJECTS

Inclusive Writing Workshop Series 📅 2026

Created accessible workshop materials for multilingual and first generation writers. Students practiced revision planning, source integration, paragraph development, and academic style through guided activities.

Virtual Writing Conference Toolkit 📅 2025

Built a practical resource collection for online writing sessions, including questioning prompts, feedback language, appointment preparation guidance, and follow up documentation examples.

LEADERSHIP & AWARDS

- Academic Excellence in Writing Studies Award, 2026
- Peer Learning Service Recognition, 2026
- Dean's List, 2025

CERTIFICATIONS

- TESOL Foundations Certificate 📅 2026
- Microsoft Office Specialist: Word Associate 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Mentor, First Generation Student Success Network, 2025 to 2026
- Workshop Volunteer, Campus Multilingual Writers Program, 2025 to 2026

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST