



Academic Support- Instruction that brings creativity & calm to the learning process.

Reading

I provide targeted materials to further support and improve overall reading skills by ensuring material is relevant and meaningful. Usually, understanding the text is often the hardest part for both young and adult learners. Many readers skim and guess instead of truly engaging the content. I slow that process down by building vocabulary, comprehension, confidence, and reading fluency.

Writing

I start with simple, clear writing structures that can grow into more detailed and complex projects. Instruction may include grammar, spelling, responding to readings, and writing creatively or in essay form. Since the five-paragraph essay is often a challenge, we break it down step by step—topics, structure, formatting, and clarity—so writing feels manageable and intentional. Need help with a college paper or a business plan? Let's talk. (I even wrote my first grant this year)

Organizational Development- Creating simple systems that bring clarity and ease.

Emails, bills, receipts and so many other documents that the average person can't, but more so doesn't know how to keep them organized. Whether you use Google, MS Office or One Drive, there are very simple strategies to help you readily retrieve these documents when needed. Clutter can complicate life in all aspects and can actually slow you down because you're shuffling trying to find paperwork. Allow me to develop tools, templates, and resources that improve consistency and efficiency. You will not be disappointed.

Career Planning- Making career steps feel manageable, clear, and within reach.

Job searching can feel overwhelming, especially right now. The market is uncertain, expectations are high, and it's easy to feel lost in the process. Preparation matters more than ever. Yes, technology and AI can help with pieces of the job search, but it's your experience behind the work. Most employers still require hands-on participation: completing online applications, navigating assessments, and showing up as yourself in the process. That's where real support matters.

I work with you to create a well-crafted résumé that truly reflects your strengths, whether that's a chronological format (experience in order), a functional résumé (skills-based), or a combination résumé that highlights both. The choice is always yours. What you'll receive is patience, professionalism, and a personal approach. Whatever you need, I always make it simple.

More Specific Details about Services Offered:

Professional Development and Management Training

Curriculum Development, Life Skills, Career, Educational Support Services

Tutoring and Exam Prep

Document Preparation Services

*Prices are reasonable and negotiable