

ANANTHA LAKSHMI. H

Unit B-110, Casagrande Royce, Ayappa Nagar, Kodigehalli Main Road, K.R Puram Road, Bangalore- 36

Mobile: 9900085676; Email: revasathish022015@gmail.com

CAREER OBJECTIVE

A dynamic, team-spirited and results oriented individual seeking to utilize my knowledge & skills to contribute to organization's growth objectives and enhance personal skills.

SKILLS AND PROFESSIONAL CAPABILITIES

- Managing the academic team, monitor and assess performances of team members.
- Highly proficient in academic curriculum development and teaching methodologies.
- Developing pre-school curriculum and implementation across chain of pre-school.
- Certified in Jolly Phonics and Grammar, trained over 70+ teachers in phonics as a part of pre-school curriculum.
- Skilled at designing instructional materials for trainings.
- Developing and conducting trainings. Trained over 300+ teachers.
- Excellent communication and presentation Skills.
- Efficient in managing events.

JOB PROFILE

June 2018 till Date –

Self Employed:

Role: Teaching Jolly Phonics (Thorough Literacy Programme that helps children develop LSRW skills) to children 3-7 yrs.

Freelancing:

Role: Training government school teachers in Jolly Phonics as a part of Jolly Futures Programme funded by Jolly Learning Ltd.

Jan 2015 – Mar 2018 – Edfact Learning Systems Pvt.Ltd

Designation: Academic Manager

Role: Curriculum development and implementation support.

Jan 2013 – Jan 2015- Oi Play School, People Combine Education Initiatives Pvt. Ltd

Designation: Academic Coordinator

Role: Curriculum Delivery & Support

Dec 2011– Dec 2012 – I Play I Learn, New Age Knowledge Solutions Pvt. Ltd

Designation: Academic Coordinator

Role: Executive - Academic Delivery & Support

Responsibilities:**Curriculum Development:**

- Developing instructional materials i.e., “Lesson Plan Manuals” or “Teachers Handbook “for facilitators to implement activity-based learning for kindergartners.
- Design instructional workbook materials or worksheets to reinforce concepts learnt in class for children.
- Devise newsletters for teachers to keep them updated about the latest trends in teaching and education.
- Designing monthly journals for parents on topics related to Parenting and Child Development.

Training:

- Design and conduct 2-5 days “Facilitator Orientation and Training Programs” for teachers to implement curriculum effectively.
- Designing and conducting workshops for teachers highlighting importance of Interpersonal Skills and Body Language in teaching profession.
- Conducting professional development session for teachers as and when required.
- Providing extensive training to counsellors and principals to enhance their skills on marketing, business development and counselling parents.
- Designing “Quality Enhancement Training Programs” for faculty to ensure effectiveness, value addition to better curriculum delivery.

Franchisee Management:

- Guiding the franchisees in setting up new centres by mapping the necessary TARM, effective placement of TARM (Teaching Aids and Resource Materials).
- Guiding in marketing activities and events for centre visibility.
- Conducting periodical visits to the centres to ensure smooth operation of the franchisee, carry out quality audits and reviews of all the centres on a regular basis.
- Preparing supervision reports of the audits conducted for documentation and to share the same with the franchisee to improve quality.
- Planning and conducting events and activities across centres.
- Organizing workshops and seminars for parents on various topics like Parenting Styles, Spending Quality Time etc.,

June 2010 - October 2011 - Ebenezer International School**Role:** Teacher

- Worked as a class teacher for Prep II (UKG) class of 22 children
- Worked as a class teacher for Prep I (LKG) class of 25 children

ACADEMIC BACKGROUND

Year	Qualification	Institute
2008- 2010	Master in Human Development and Family Studies	Justice Basheer Ahmed Sayeed College for Women, Chennai
2005-2008	Bachelors Degree In Composite Home Science	Mount Carmel College, Bangalore
2003-2004	II Pre University	First Grade College, K.G.F*

2002-2003	SSLC	St. Teresa's Girls High School, K.G.F*
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*Kolar Gold Fields (K.G.F), Karnataka

OTHER COURSES

- Completed a certification course in Jolly Grammar conducted by Jolly Learning – UK in Bangalore
- Completed a certification course in Jolly Phonics conducted by Jolly Learning – UK in Chennai
- Completed Montessori Course as a part of the Master's curriculum at Justice Basheer Ahmed College for Women- Chennai
- Training in Psychological Assessment and Psychotherapy
- Karnataka Music Junior Grade Vocal
- Garment Construction and Technical Apparel Designing
- Architectural Drawing

PROJECT DETAILS DURING THE MASTERS COURSE

Interrelationship between emotional intelligence and quality of life among transgender: A comparative study among transgender in Tamil Nadu and Karnataka.

OTHER RELEVANT EXPERIENCE

- Worked with an NGO as a volunteer to raise funds for children's education.
- Worked with Hearing and Speech Impaired children.
- Worked with a Pre- School during the Master's Course.

TECHNICAL SKILLS

MS office

EXTRA-CURRICULAR ACTIVITIES

- Music –Vocal and Instrumental
- Arts and Crafts

ACHIEVEMENTS & ACCOMPLISHMENTS

- Awarded Scholarship by UGC for project work– M.Sc,2009 – 2010
- Awarded 3rd Rank in M.Sc Human Development and Family Studies
- Won prizes – Music competition, Fine Arts
- Sports – Participated and won prizes in Kho – Kho and volley ball at School

PERSONAL DETAILS

Age : 35 Years

Date of Birth : 16/10/1986

Gender : Female

Nationality : Indian

Anantha Lakshmi .H