

ANNA ELIZABETH MATHEW

Early Childhood Educator and Administration Professional

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SUMMARY OF QUALIFICATIONS

I am a passionate and enthusiastic early childhood educator with an experience of over four years. Have been the class in- charge for play group, nursery and KG 1 and is committed to providing a safe and engaging environment for children to learn and grow. Experienced at curating age- appropriate theme- based activities and lesson plans which fosters physical, mental, emotional, social, cognitive and language development in young children. I have been successful in establishing and maintaining good parent- teacher rapport and interpersonal relationship with team members and the management. My experience as an administrative professional has enabled me to showcase my skills in stakeholder communication and streamlining work space efficiency.

STRENGTHS AND EXPERTISE

Patient, Empathetic & Tolerant	Content Writing & Creation	Team Leadership
Online & Onsite Teaching	Event Planning	Communication
Story Telling	Public Speaking	Client Relations

PROFESSIONAL EXPERIENCE

Openhouse Preschool Class In- Charge (Nursery)	Apr 2025- Present Bengaluru
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- Managing daily classroom operations, maintaining student records, and liaising with parents to support holistic student development.
- Collaborate with the academic team to plan and refine curriculum frameworks, ensuring experiential, play-based, child led learning aligned with the school's philosophy.

The Choice School Class In- Charge (Nursery & KG 1) India	May 2023- Mar 2025 Thiruvalla, KL,
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- Incorporating various teaching methodologies to suit the needs of the individual child or group.
- Consistently planning innovative ways of keeping children actively engaged in imparting knowledge through fun and play.
- Fostering an environment for social and emotional growth.
- Composing detailed reports for parents and management based on observation on the development of a child in various aspects.
- Training children for various programs like plays, compering and public speaking.

Alphadale Assisi Kindergarten School
Class In- Charge (KG 1)

Apr 2021 – Mar 2023
Kochi, KL, India

- Experience in online teaching.
- Content creation and presentation of concepts for educational videos.
- Classroom teaching and management.
- Application of relevant teaching methodology through stories, rhymes and activity-based learning.
- Catering to children with special needs.
- Coordinating, assisting and comparing for various events online and offline.
- Managing and maintaining parent- teacher rapport.

Chen Autos
(Manufacturer & Supplier- Petroleum Products)
Admin Executive

Jan 2018- Sept 2019
Chennai, TN, India

- Provided administrative support in report drafting, daily operations, management and employee relations.
- Demonstrated good communication skills and effectively managed the same with both the internal and external stakeholders.

Notion Press Media Private Limited
Publishing Consultant (Sales)

Apr 2017- Dec 2017
Chennai, TN, India

- Worked as a Publishing Consultant as an initial point of contact with prospect authors in a self-publishing platform.
- Engaged in lead nurturing.
- End to end customer support.
- Addressing escalations.
- Tailor- making publishing plan.

INTERNSHIP EXPERIENCE

Southern Indian Railway
(Public Relations Department)
Intern

Feb 2016- Mar 2016
Chennai, TN, India

- Conceptualized and designed advertisements and posts for the Facebook and Twitter pages on the various amenities and services offered by Indian Railways.
- Executed news monitoring tasks; scanned and identified news articles on Southern Railways from leading National dailies.

IndianOil Corporation Limited
(Corporate Communication)

May 2015- June 2015
Chennai, TN, India

Intern

- Proof reading and text editing the articles for their bi- monthly, in- house journal, 'Southern Roundup'.
- Executed media monitoring, analyzing and documenting press clips.
- Updating the intranet portal of the corporate communications department with news stories of various events across the Southern region.
- Involved in organizing, volunteering and interacting with mass crowd on the event of 'Colorthon', an art carnival, cosponsored by IndianOil.
- Critically analysed and gave suggestions and ideas to improve and enhance their communication tools like inhouse journals, intranet portal and wallposter.

EDUCATION AND CERTIFICATION

Diploma in Montessori, Kindergarten & Nursery & P.G Diploma in Pre-primary education Daphne's International Teacher's Training Institute, Kochi, India	2020
M.A Public Relations Stella Maris College, Chennai, India	2016
Bachelor of Commerce Women's Christian College, Chennai, India	2014
Business English Course British Council, Chennai	2016
Certificate Course - Entrepreneurship Concordia College, New York, USA	2013

ADDITIONAL INFORMATION

DOB: 04 December 1993

Nationality: Indian

Languages: English, Malayalam and Tamil

Technical Skills: MS Word, PowerPoint

REFERENCES

Cheran Elansezhian, Director

Chen Autos, S.V Lingam Salai,
K. K Nagar, Chennai: 600078
Email: chenautos@gmail.com
Mob No: 91- 7550087787

Fr. Jacob Byju Ben, Director

Assisi Vidyanikethan Public School,
Chembumukku, Kakkanad, Kochi
Mob No: 91- 9447037216

Ms. Jeeya Kuruvilla, KG Head

Choice Kinderland, Thiruvalla
Mob No. 8086433344