

MONICA SIMHAM

Academic Coordinator

| s.monica99@gmail.com | +91 9036453837 | Bengaluru

Professional Summary

Experienced Education Professional with 10 years of teaching experience, including 3 years serving in a dual role as an Academic Coordinator alongside teaching across Primary and Middle School levels. Qualified with B.Ed., M.Ed., PG Diploma in School Leadership and Management and TESOL certification. I have qualified UGC NET (Education). Skilled in mentoring educators, academic coordination, lesson planning, classroom management and using technology to support student learning. Committed to fostering an inclusive and positive learning environment and improving student outcomes.

Job Responsibilities

- Mentored Teachers through observations, feedback and training sessions
- Monitored lesson plans, assessments, and student learning outcomes
- Facilitated parent-teacher communication and academic support
- Managed academic schedules, timetables, and school operations
- Conducted workshops on teaching strategies and classroom management
- Integrated technology to enhance teaching and learning
- Taught Geography and Social Science using interactive and student-centered methods

Education

- PG Diploma in School Leadership and Management — IGNOU, 2025
- Diploma in Leadership & Management Styles - ALISON (CPD Certified), 2024
- TESOL - World TESOL Academy, 2023
- M.Ed. - SJES College of Education, Bangalore, 2020
- B.Ed. - (Social Science & English) - SJES College of Education, Bangalore, 2018
- BA - (History, Economics, Political Science) - KSOU, 2015
- NTT - Estherlands Education Centre, Bangalore, 2012

Professional Experience

- **VIBGYOR High**, Bangalore | 2022 – 2025 (CBSE and ICSE)
- Academic Coordinator and Middle School English & Social Science Teacher (ICSE)
St.J.G.Margaret Primary and High School, Bangalore | 2018 – 2020
- Academic Coordinator and Upper Primary Social Science Teacher (State Board & CBSE)
St.Mary's High School , Vijayawada | 2015 – 2016
- Middle School Social Science Teacher (CBSE)
Assisi School, Bangalore | 2013 – 2015
- Primary Teacher (CBSE)
Samuel Public School, Bangalore | 2012 – 2013
- Pre-Primary Teacher
St.Thomas Public School, Bangalore | 2011 – 2012

Certifications

- **TESOL/TEFL** - World TESOL Academy (120 Hours)
- **UGC NET** Qualified
- **CTET** Qualified (*Paper 1 & 2*)
- **KARTET** Qualified

Achievements

- Secured 3rd Rank in M.Ed. from Bangalore University
- Recognized for student engagement and innovative teaching practices.

Languages known

Telugu, Kannada, Hindi and English