



# Mrudula Ramamoorthy

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## Professional Summary

Innovative Academic leader focused on engaging with students and educators to meet learning objectives and drive student progress. Committed to providing empowering leadership through experience and education with 10-year history of managing top-performing faculty to cultivate student rapport and promote successful education delivery.

Dedicated Education Administrator adept at working with teachers and educational professionals to improve lesson plans and curriculum. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Currently, interning with TREDA as counsellor for content creation, designing & delivering educational programs including seminars, workshops and classes focussed on psychology and school counselling.

## Education

- Certification in Counselling from TREDA
- B.Ed Singhanian University (2014)
- M.Sc (Computer Science), Srimati Indira Gandhi College, Bharathidasan University (1993-95)
- B.Sc (Computer Science), Srimati Indira Gandhi College, Bharathidasan University (1990-93)

## Skills

- Academic administration
- Educational – Student counselling
- School event coordination
- Process improvements
- Instructional leadership
- Relationship building and networking
- Policy development and enforcement
- Staff Development
- Educational staff supervision
- Codes of conduct
- Policy and procedure adherence
- Group facilitation and presentations

## Work History

### TREDA – Treatment Rehabilitation and Education in Drug Abuse

*Freelancer*

March 2024 onwards

- Facilitated and managed psychology seminars and workshops on Mental Health awareness at educational institutions
- Designed and delivered classes and sessions on school counselling
- Content creation for TREDA and designed visual aids

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## Shlok International School, Bangalore

## *School Coordinator*

May 2018 to February 2024

- Coordinated learning-focused program to help children build foundational knowledge
- Backed up staff by assisting with difficult behavioural situations
- Implemented balanced schedules of age-appropriate learning, rest and play
- Organized classroom resources and lesson supplies for teachers
- Observed teachers in classroom environments to assess performance and identify areas of improvement
- Supervise morning welcome and afternoon departure to maintain visibility and connections with parents
- Administered standardized tests to evaluate student performance and progress
- Performed classroom evaluations to assess teacher strategies and effectiveness
- Observed teachers, documented activities and implemented improvement plans to optimize classrooms
- Established positive, stimulating learning environment for students and exciting education-focused setting for teachers
- Verified student grades, attendance and schedules
- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards
- Studied assessment information covering students, teachers and school operations to formulate improvement plans
- Communicated with parents to encourage active parental participation in education
- Counselling students about rules and policies during school assemblies
- Maintained school focus on learning by enforcing rules related to academics, student discipline and class attendance
- Trained teachers on effective teaching techniques, classroom management strategies and behaviour modification
- Designed school e-Magazine - "Reflections 2021-22"
- Designed report cards for Shlok AY 2021-22 and 2022-23
- Designed Newsletter "The Buzz" for October 2022-23
- Workshops attended
  - Jolly phonics training workshop
  - Blooms taxonomy workshop
  - "Roing App" (School ERP) for SIS
  - National Education policy - the NEP workshop by KIPS
  - Workshop on Educational Initiatives - ASSET
  - KIPS webinar - Cloud computing and HTML
  - Eduweave demo for virtual stall ( Expo)
- Currently as the Head of Department of Science, involved in checking question papers and creating lesson plans for Grades 5 & 6
- Coordinated and assisted school field trips as part of the educational curriculum
- Involved in conducting the school investiture ceremony and the Annual event
- Was the Acting Principal from Sept 13th 2022 to October 14th 2022

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- In charge as the exam committee member for various external and internal exams
- Was part of the interview panel in assisting the Principal with recruiting teachers

## **Delhi Public School, Bangalore East**

## ***Primary School Teacher***

**June 2010 to May 2016**

- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents
- Taught core subjects of math and science
- Delivered audio-visual presentations on various platforms to cater to different learning styles
- Developed communicative relationships with students and parents to support learning
- Provided warm, supportive environment for developing academic, social and emotional growth
- Distributed and collected classroom materials such as worksheets, quizzes and tests
- Maintained knowledge of school curricula, standards and policies to correctly prepare students for higher grade levels
- Scheduled and directed field trips and hands-on activities to foster student learning and creativity
- Met with parents to review Individualized Education Plans for at-risk students
- Established open communication and positive relationships with students, parents, peers and administrative staff
- Maintained student portfolios to monitor learning progress and completion of work required for promotion to next grade level
- Addressed consistent behavior problems with students, parents and senior staff
- Designed daily lesson plans customized to student needs
- Reinforced positive behavior by encouraging efforts through affirmation statements and praising accomplishments
- Offered supplemental and individualized instruction for at-risk and struggling students
- Developed learning objectives for each subject area to quantify learning and set benchmarks
- Assessed and improved lesson plans through implementation and experimentation
- Directed class discussions to spark conversation about key concepts, complex problems and overarching themes
- Developed positive rapport with students of various and diverse backgrounds
- Developed problem-solving and critical-thinking skills by presenting challenges to boost self-esteem and performance
- Created and presented clever lessons to engage students and focus on core subjects necessary for personal and academic growth
- Worked one-on-one with students to determine strengths, weaknesses and learning patterns

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## **Futureware Technology, NJ, USA**

## ***Business Intelligence Analyst***

**March 1999 to March 2000**

- Worked as BI Analyst for Lucent Technologies (AT&T), NJ USA, Ford, MI USA
- Designed and Developed dashboards using SAP Business Objects
- Wrote and optimized SQL statements to assist business intelligence practices
- Designed customized data collection models for specific visualization tasks
- Generated reports, updated spreadsheets and presented results