

Prathima J

Natura Anya,
Villa 35
Sarjapur road.
Bangalore -
562125

Mob: +91 8105457644

Email: prathimajagan11@gmail.com



Objective

To find a challenging position to meet my competencies, capabilities, skills, education, and experience.

Summary

11 years' experience in educational management, handling both International and syllabi with independent setting and a pleasant, professional and proficient administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office.

Personal

- A self-motivated team player and mentor.
- Good communication skills.
- Noted for accelerating production through strong managerial skills.
- Demonstrated ability to build rapport and resolve complex issues among multiple entities with conflicting interests.
- Dynamic leader and team builder consistently were motivating team toward success.
- Developed a reporting system to keep senior management abreast of achievements.

Key skills and competencies

- New concepts turning a deficit of profit and increasing production and quality level.
- Administered all aspects of daily operations including manpower planning.
- Motivating staff at each institution to extend their best effort in meeting parent's expectations with new teaching concepts.
- With employee management coordinated deadlines among different departments that sprinted from creative to delivering in less than the given time frame.
- Represented and volunteered various Cultural programs including Annual day Programs conducted in Educational Institution.
- Strong in teaching phonics via various methods.
- Explaining the concepts through stories.

- Familiar with principles of nursery education, curriculum planning, child development, organization, and assessment.
- Knowledge of latest methods of teaching.
- Comprehensive knowledge of handling Nursery school children.
- Patience, hard-working with good motivational skills.
- Ability to implement ideas and apply initiatives.
- Ability to build good rapport with parents, colleagues, and children.
- Strong knowledge of managing classes and deal with challenging behavior patterns of children
- Passionate about children's learning and overall development.
- Create and plan teaching aids and visuals.
- Comfortable working in team environment as well as individually.

Education and Affiliations:

B.Ed. (bachelor's in education) - K.I.E.T College (affiliated to Bangalore University)

B.Sc. (bachelor's in computer science) – Andhra Pradesh

PROFESSIONAL QUALIFICATION

Completed Diploma in Montessori and Nursery Teachers Training (N.T.T) - 2011-2012

Work History

Currently Working for:

Amelio Early Education

Designation: Center Director

Duration: May 2023 till date

Role as Center Director:

- Ensure a safe, happy, and stimulating environment for children.
- Collaborating with the center staff to develop an educational curriculum that supports children growth and development.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Managing the center's finances by establishing budgets, settling accounts, and keeping track of fees owed to the center.
- Setting up meetings with parents to address behavioral or educational concerns.
- Ensuring that the center is adequately stocked with necessary supplies and equipment.

- Establishing and implementing a marketing plan to attract prospective clients.
- Preparing timely reports with enrollment details, staffing, finance, and other center related information and present it to the client.

Cisco Systems

Designation: Project coordinator

Duration: May 2022 – May 2023

Role as Project coordinator:

- Coordinate project management activities, resources, equipment, and information
- Help prepare budgets.
- Ensure the center is setup as per the national guidelines
- Assign tasks to internal teams and assist with schedule management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance testsOversee project procurement management

Previous Work Experience

Bright Horizons childcare center

Designation: **Center Director**

Duration: June 2019 – April 2022

Asia Pacific World School, Bangalore

Designation: Pre-Primary & Primary Coordinator

Duration: May 2016 – May 2019

India International School

Designation: Pre-primary coordinator

Duration: May 2105-March 2016.

Red Bridge International Academy

Designation: KG Educator – Electronic City

Duration: June 2013 – April 2015.

TLC Montessori Pre- school

Designation: KG Educator – Koramangala

Duration: June 2012 – March 2013.

Personal Details

DOB	:	17 th Sep 1982
Marital Status	:	Married
Nationality	:	Indian
Languages known	:	English, Hindi, Telugu, Kannada, Tamil.

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

(Prathima J)