



Name: Rowena Amelia Francis

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OBJECTIVE:

Contributing to my self confidence and growth , climbing the ladder to success ,aiming higher than high.

Putting forth my talents through ways where I can reciprocate to students and learn from what they teach me in various ways.

Accepting challenges and becoming stronger in the educational field, learning through technology and its new methods and strategies in the teaching fields , keeping a positive mindset meeting challenges and believing in my capabilities and dedication to what I can achieve .

And finally telling myself that through hard work ,dedication,patience and a positive mindset I can accomplish the toughest situations and reach the pinnacle of my success seamlessly.

Work Experience Summary:

New Baldwin Chain of Institutions: 1998 to 2007

*Academic Supervisor and Coordinator from 2003 – 2007 in the same institution.

*Conducting interviews for parents and students for the Academic Term.

*Arrangement preparation for the Annual Day.

*Organizing and schedule meetings for Parents / Teachers.

*Arranged activities for Nursery Events, picnics, sports day, kindergarten musical march past, and colourful drills through dance .

New Indus Valley Residential School: June 2008 to April 2012

- *Handled Nursery to Grade 1.
- *Organized events and programmes to facilitate the learning for the students.
- *Basic English and Grammar sessions for primary students on weekends.
- *Provided a Model to the school wherein the children and parent interaction would be to a maximum – this was done to improve the Parent-Child communication.

MTBJJV School: May 2012 to 2014

- *Worked as a communications skills and Spoken English teacher for Grades 1 to 5.
- *Handled the speaking skills in English for each student through the help of phonetics sound in basic grammar helping the students to speak.
- *Handled public address and compering for school events annual day and sports meet and celebrations with various activities conducted in school.
- *Conducted various activities for the primary section for the below average students to develop reading newspapers, public speaking to overcome stage fear and all activities on speaking skills was encouraged.

Paramount Public School: 2014 to 2016

- *Worked as a Kindergarten Coordinator – Handled classes from Nursery to Upper Kindergarten together with the curricular and co-curricular events.

Royal Blissom International Pre School 2016 to 2017

- * Admission coordinator and UKG Teacher.
- * Organized Activities for the Tiny Tots,for various themes.
- * Attended parents grievance related to the children's personal needs.
- * Organized field trips for educational purpose.(To the post office, super markets,plant nurseries,fire station).

Eleven International Residential School Mandur: 2017 to 2019

- *Worked as a Senior Coordinator and Administration
- * Handled the Admission and payments of Fees for new students.
- *Handled the scrutinizing of -Appointments and interviews for new faculty
- *Senior Coordinator for the Kindergarten section.

Sri Sri Ravi Shankar Vidya Mandir Bangalore East Sarjapur Branch: 2019 - to 2023

- * Assistant (PRT) for Grade 1, handled four sections of English. Class teacher for grade 1.
- * Story narration teacher (Kharadi Path) Grade 1 to 4.
- * Prepared worksheets, assessment question papers, self reflection worksheets for teachers and students with rubrics.
- * Keeping up with the CBSE frame of curriculum
- * Maintained the consolidated marks and grades for the sections handled.
- * Attended work shops organised by the school for better teaching strategies.
- * Organized special assemblies for the class involving every child although their bringing out their hidden talents through their acting skills, music, art and conducted the events successfully by giving every child the opportunity to speak and face an audience, removing stage fear building their self confidence .
- * Conducted class PTM's with all positivity, even if there was any grievances .
- * Conducted the online classes during the pandemic and during the days of unavoidable circumstances and heavy rains.
- * Maintained the daily log book to improvise a better method of teaching.
- * Conducted class activities involving art integration.
- * Handled students with learning disabilities in grade 1. Encouraging them with worksheets to understand.

Paramount Public School Rampura May 2024 to April 2025

- * Worked as a Junior Coordinator for the **Kindergarten to Grade 4**.
- * Class teacher of Grade 3 for a short time.
- * Handled English for grades 1, 3 and 4.
- * Organized activities for the morning assemblies based on topics/themes ,where students were given an opportunity in reading the news paper, delivering the thought for the day and pledge, new word with its meaning
- * Any special day students would give the significance of the particular festival/day to remember with its importance, all this was done without help from the paper/book.
- * Class teacher of UKG.
- * Conducted various activities on colour days emphasising on importance of colours.
- * Prepared various teaching aids to convey the topic easily to students visual understanding.
- * Prepared students of UKG for sports day drill and sports events.

* Trained students for the welcome speech, song and dance along with the vote of thanks for kindergarten elevation day 2024 (graduation)

*Prepared all the required charts for events, ensuring a smooth, presentable and colourful success.

*Was given an opportunity to be the Anchoring Hostess for the Annual Sports Meet 2024.

Educational Qualifications:

* *Divya Shanthi High School: SSLC*

**Clone International Educational Institution: Montessori Nursery Teachers Training (M.N.T.T) 1 year course.*

Other Courses , Trainings Educational Events and Achievements.

*Attended trainings and workshops based on CBSE and National Education Policy.

*Completed a few certified courses in CBSE online.

*Attended a training with Black Swan orientation in English Grammar.

*Attempted an Essay competition through My Government App (Pariksha Pe Charcha)

*Attended a few trainings workshops and webinars based on 21st century skills education on line.

*Participated in the Rashtriya Gaan by Prime Minister of India 2021

*Attended a workshop on Happy Teachers create Happy Minds.

CBSE training on competency based education.

* Teaching strategies/methods for reading and better readers.

* ICT in teaching /learning Google Classroom

* Integrating Gender in teaching

*Wrote articles for the School Magazine.

*Invigilated the C.T.E.T Examination 2022/23

*Invigilated the NEET Examinations 2021/22

*Invigilated Class X and XII **CBSE** Board Examinations 2021/2022.

* Attended some KRIYA sessions done by Dr Reshma Ganesh and Mrs Geetha.

Achievements /Awards

* Was felicitated with a certificate for best class Board Decoration **2023** in **SSRVMBE**

* Was felicitated with a certificate and medal of Appreciation for somooth sucess of the Annual Sports day **2024.Paramount Public School.**

Personal Details:

Date of birth : 27 September 1979
Caste : Anglo-Indian
Religion : Christian
Nationality : Indian
Languages : English / Hindi / Tamil / Kannada
Marital Status : Married
Present Address : Ryan's Abode, 1st Cross, S.P. Naidu Layout
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