



KG CO-ORDINATOR

Sreerama Manjusha

OBJECTIVE

I am a dedicated and experienced Kindergarten educator with nearly 7 years of experience in early childhood education, seeking a Coordinator position to leverage my expertise in curriculum development, staff training, admission counselling, and program management to enhance educational standards and student outcomes.

CONTACT

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+91 7899392805

EDUCATION

- **Pursuing PgCTL (Professional Graduation in Teaching and Learning)** – Suraasa Platform, Dubai Flagship
- **B.Ed. (English, Social Science)** – Singhania University
- **ITTC (Integrated NTT & MTT Teachers Training Certification)** – People First Leadership Academy, Bangalore
- **B.A. (HPP)** – Kakatiya University, Warangal, Andhra Pradesh

SKILLS

- **Curriculum Development**
- **Classroom Management**
- **Student Assessment & Evaluation**
- **Program Coordination**
- **Parent & Community Engagement**
- **Technical Skills:** Proficient in Windows OS, MS Office (Word, Excel, PowerPoint), and Internet Browsing
- **Digital Classroom Implementation**

EXPERIENCE

KG CO-ORDINATOR (JUNE 2024 TO OCTOBER 2024)

BGS Vijnatham School ▪ Tirupathi, Andhra Pradesh

- Developing and tailoring curricula to meet the needs of diverse learners.
- Planning and organizing school events, teacher duties, and scripts.
- Collaborating with parents, students, teachers, and staff to foster a positive educational environment.
- Managing teacher schedules, conducting training sessions, and facilitating meetings.
- Coordinating admissions, counselling parents, and handling hiring processes.
- Leading coffee meetings to address concerns and strengthen teacher-parent communication.

SENIOR KG TEACHER (MAY 2021 – JUNE 2024)

Global Indian International School ▪ Bannerghatta, Bengaluru

- Designed engaging lesson plans promoting core subject skills and adhering to school standards.
- Collaborated with fellow educators and administrators to address student needs and developmental goals.
- Conducted student assessments and tailored instruction for diverse learning styles.
- Led interschool and intraschool programs like Global Student Exchange, coding competitions, and storytelling competitions.

STRENGTHS:

- Strong knowledge of modern teaching aids
- Montessori training for students and teachers
- Encouraging holistic development and applying curriculum theory
- Adept at working with special needs children
- Goal-oriented with a structured strategic approach
- Enthusiastic, hardworking, and self-motivated
- Excellent listener and fast learner
- Team player with a willingness to learn and grow
- Organized and led school events, field trips, and community projects to enhance student learning experiences.
- Implemented a complete digital classroom solution, fostering tech-savvy learning.

Kindergarten Mother Teacher, Montessori Teacher & Primary Subject Teacher (June 2018 – May 2021)

JSS Public School ▪ HSR Layout, Bengaluru

- Managed competitive learning environments with a focus on social skills, language development, and conceptual growth for 190 students.
- Developed structured lesson plans incorporating holistic development and 21st-century skills.
- Served as the lead teacher for "**Happy Classrooms**" (whole Pre-primary & Primary) and Class Teacher for Lower KG, managing classrooms of 32 students.
- Taught **computer classes** and **EVS** for primary students and introduced **STEAM-based play activities**.
- Organized parent-child bonding sessions to foster social and emotional development.

Personal Details

- **Date of Birth:** 28th July 1991
- **Languages Known:** English, Hindi, Telugu, Kannada
- **Native Language:** Telugu
- **Nationality:** Indian

Declaration

I declare that the details provided in this resume are accurate and true.