



Uma Kumar

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Dynamic, Hardworking & Detail-Oriented Professional offering strong Teaching, Training, & Administration Skills that contribute to organizational objectives.

CORE COMPETENCIES

~ *Teaching & Mentoring*
~ *Training & Development*
~ *Research & Development*
~ *Educational Assessment*
~ *Guidance & Counselling*
~ *Students Management*
~ *Curriculum Planning*
~ *Reporting & Documentation*
~ *Administrative skill*

PROFILE SUMMARY

- Senior Secondary Co-ordinator, Chief Supervising Examiner 2019-2020_ICSE Examination, Geography Faculty Member, ICSE & CBSE Examiner for grade 8 to 10 offering 29 years of rich experience in Administration, Teaching & Mentoring
- A dedicated & innovative instructor, who strives to help students change marginal grades into decent grades & supports the colleagues Managing parents.
- Experience of facilitating / coaching students by using interactive discussions and hands-on approaches to help students learn and apply concepts in subjects
- Proven track record of managing & promoting the essence of the project, guiding the students for the Green Olympiad Examination (TERI)
- Profound knowledge of educational theories, methods and practices
- Strong capability to plan and coordinate student educational and recreational activities
- Developed competency in establishing performance-driven culture to personal ownership, lead, develop, coach, and motivating teams to achieve goals profitably

ORGANISATIONAL EXPERIENCE

2020 with GREENWOOD HIGH International [IGCSE, IB] Bengaluru.

May 04-2019- April 2020 with Spurthy Global School (Sri Venkatadri Higher Education Trust) Bengaluru
Senior Secondary Coordinator and CHIEF SUPERVISING EXAMINER 2019-2020 ICSE EXAMINATION.

August 2018 -April 2019 with Chrysalis High School Varthur, Bengaluru.
Secondary Geography Teacher

Mar'06 - May'17 with National Public School, Bengaluru.
Grade 8 to 10 Geography Faculty Member & CBSE Examiner

Key Result Areas:

- Sets clear standards for student and staff achievement
- Focus on preparing students for the next transition - change in school year, graduation to high school, or a move to secondary school
- An assertive presence during school hours to monitor school culture and create positive change
- Observe and mentor teaching and non-teaching staff
- Performing a variety of administrative duties as well as implementing operational plans for ensuring smooth running of organization from morning assemblies to dispersal
- Spearheading curriculum planning, professional development and implementation of educational programs
- Organising meetings, assisting teams and managing inter-departmental communications
- Reviewing the present educational goals, objectives, classroom instructional programs as well as establishing academic and other performance objectives
- Planning & organizing day-to-day activities and resolving procedural problems for timely completion of objectives
- Evaluating curriculum, teaching methods & programs to determine their effectiveness and efficiency; ensuring that school activities complied with federal, state and local regulations
- Supervising, organizing and conducting exams; preparing the examination timetable
- Developing a system of school election as well as establishing social science lab and organizing e-resources
- Engaged in coordinating for Graduation Day, Sports Day, Hindu NIE Newspaper, Exhibition, Investiture Ceremony, Cultural programme and so on
- Guidance and counselling to parents /Teachers /Learners

Significant Accomplishments:

- Engaged in conducting examination, counselling, seminars & training sessions for the students
- Participated in organizing training & development programs such as refresher course for the students as well as the mentoring staff
- Implemented formative assessment standardized testing strategies, resulting in overall 100% increase in test scoring rate
- Created practical and enjoyable lesson plans for all levels of students; mentored 30 students in each class, utilizing interactive teaching concepts
- Ascertained student satisfaction by resolving queries and issues, thereby maintaining a healthy environment

PREVIOUS EXPERIENCE

Sep'05 – Mar'06 with SSB International School, Bengaluru
Grade 6 to 10 Geography Teacher & ICSE Examiner

Mar'94 - Sep'05 with Mount Carmel School, Bhagalpur
Grade 6 to 10 Geography Teacher & ICSE Examiner

Apr'89 – Oct'89 with Kenderiya Vidyalaya, ASC Centre, Bengaluru KARNATAKA
Middle School Teacher

ACADEMIC DETAILS

- **M.A.** - Geography (special paper Geomorphology) from Bhagalpur University (Tilakamajhi University), Bihar in 1990
- **B.Ed.** in English, Geography from Regional Institute of Education, Ajmer in 1988
- **B.A.** (Honours) in Geography from Guru Nanak Dev University, Punjab in 1987

PAPER PRESENTATION

- Presented paper in **7th InSPA International Conference Indian School Psychology**, University of Mysore in November 2017

ACADEMIC ACHIVEMENT

- **COAE International**-Lead Auditor -ISO 21001:2018, International Standard for “Management Systems Educational organisations-EMOS.BANGULURU (**Aug 2022**)
- **COAE International**-The Auditor Training Course for School Education-ISO 21001:2018 -BANGULURU (**Nov 2019**)
- **Cambridge Professional Development** - Qualified -Cambridge International Certificate in Teaching and Learning with distinction **Module -1: Exploring Teaching & Learning (CIDTL** in 2017- from The International School Bangalore)
- **Diploma Course in Guidance & Counselling (DCGC)** from Regional Institute of Education MYSURU-570006 (**NCERT**) in **2017-2018**
- **The GREEN Olympiad**-Certificate of Recognition for excellent Coordination, of the project, Promoting the essence of the programme and provided able guidance to students. (**2007-2017**)
- **Human Resource Development Government of India**-(CBSE) Certificate of Appreciation for Steller performance in the senior secondary certificate examination 2014 at National public School Koramangala **2014**
- **Human Resource Development Government of India**-(CBSE) Certificate of Appreciation for Steller performance in the senior secondary certificate examination 2015 at National public School Koramangala **2015**
- **The Energy and Resources Institute-TERI**-Capacity building Programme on **Environmental Related Programme** (**August 2013**)

PERSONAL DETAILS

Date of Birth: 18th April 1967
Languages Known: English , Hindi
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