



MRS. GERALDINE FAIFE

Anglo-Indian

Ooty, Nilgiris, Tamil Nadu South India

geraldinefaife@gmail.com

+91 7010000202

Profile

Mrs. Geraldine Faife, a dynamic professional with enthusiastic, ambitious and professional skills, who has a proven record of accomplishment in achieving results in highly competitive environments. A true teacher-facilitator, who has seen students develop into high achievers not only in academics but as aspirants of excellence. Driven to reach new heights, and mentally resilient enough to be able to push past rejection to achieve results.

I am now looking forward to taking on an administrative role in an international school as a talented executive with considerable experience in the educational industry and can enhance the performance of any institution by using my energy, drive and commitment to success. I am striving for excellence, building outstanding relationships with customers and drive overall revenue growth. Right now I am looking for a suitable managerial position with a company that is renowned for hiring exceptional people and for providing unparalleled opportunities to build careers and capabilities.

Core Competencies

97 %

Field
Investigation/
Educational
Solutions

Form tutor/ Specialist - Drama/Activities Coordinator 06/2000 - 06/2002
Indus International School

Subjects taught: ESL, History- **Grade 9** CAS, English, Math, UOI, and Art.
Coordinator I coordinated the Indus Day Programme for three years.
Parent representative in the School Council: 2010-2012.

Present Experience

English Specialist

21/3/2022 to 21/3/2023

Silver Oaks International School

PYP Facilitator and freelance Career Counselor and Career Coach. Conducted workshops and one-on-one sessions with students looking for guidance with career choices and subject choices for further studies.

Author of a series of children's books and self-improvement journals

Experience

children to perform a skit each year for the 'Annual School Day' program, achieving the ISA award for the school.

Experience

Specialized

School Performance
facilitator
grades to
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PGSC (P
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Jun 1997-Jun 2007 Form Tutor 1 and 2 Frank Anthony Public School
Mathematics, Social studies, Craft. * Trained and escorted the children to music competitions. * put up a skit each year for the 'Annual Day' program.

Jun 1996 - Jun 1997 Form Tutor of Std. 4 New Horizon Public School
Subjects taught: English, Social studies.

Jun 1992- Jun 1996 Form Tutor of Std. 7 St. Joseph's Convent
Subjects taught: English, Social studies, Craft, Moral science.- * and sharing of books program for the under privileged.

Jun 1990 - Jun 1992 Head Mistress SISA Kendra
Subjects taught: English, Mathematics, Social studies. * helped to get the school from the state board. * Introduced moral education into the curriculum. * school from being a play home for 10 years.

Jan 1989 - Jan 1990 Form Tutor of Std 4 Cambridge School
Subjects taught: English, Social studies, Moral science. * included the school assembly. * put up a Christmas play.

Postgraduate course in School Counseling (PGSC)

Certified Child and Adolescent Counselor

Certified Counseling Practitioner and Life Coach

Master of Arts

Jun 2016 - Jun 2018 / Masters of Arts English / English Literature
Tamil Nadu Open University Ooty, India

Bachelor of Education Program

Jun 2001 - Jun 2003 / English, Education / Rajiv Gandhi College
Commerce Bengaluru, India



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**Education/
Qualifications**

Hobbies

Exploring distant lands, being a life-long learner, getting involved in educational planning, curriculum designing, exploring a good book, capturing rare moments, listening to music

Declaration

I, the undersigned, certify to the best of my knowledge, that this data accurately describes my qualifications, and my experiences.

Signature

Mrs. Geraldine Faife
