

## REENA GEORGE

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### RELEVANT EXPERIENCE

#### **Admission Counselor, March 2022 till date**

Ebenezer International School (EISB) Bangalore, India

- Review prospective leads and contact prospective parents to schedule school visit
- Interact with prospective parents on one to one basis, explain about admission procedures and courses offered and also take them on a school tour.
- Guide the parents through the admission process and advise them to fill in applications.
- Support the parents throughout the admission process by answering to their queries and helping them to complete the required documents.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Participate in the decision-making process for student admissions based on school policies and guidelines.
- Maintain regular communication with parents and colleagues for coordinating admission activities resolving problems.
- Ensure the school ERP is updated and prepare reports requested by the Management.
- Coordinate with educational coordinators for admission activities including student testing and interaction.
- Perform school administrative and clerical activities when needed.
- Participate in educational events, school fairs and information sessions.

#### **Educator, Jun 2021 till March 2022 (Part time)**

GyanLink, Bangalore, India

- Students  
Working with primary school children including those with special needs.
- One-on-one sessions (virtual)  
Conducting sessions with individualized lesson plans incorporating strengths and areas of interest of children, touching on various topics including math, English, and art.
- Group sessions (virtual)  
Conducting sessions to improve reading, writing, speaking, and critical thinking skills of primary school children.
- Instructional aids  
Creating engaging materials and crafting activities that facilitate learning.

**Supervisor, May 1995 till Jul 2015**

Emirates Telecommunication (ETISALAT), Sharjah, Dubai and Ajman UAE

- Staff performance  
Assisting and overseeing work performance of the staff for effective output of the section objectives.
- Staff development  
Developing and facilitating educational programs to improve staff's skills such as in networking and communication.  
Facilitating continuing education workshops on recent technological advances that were implemented in the company.  
Conducting "knowledge sharing" sessions for staff development, where individual staff members were asked to share their skills and knowledge with other members of the group.
- Facilitator  
Coordinating with Sales and Engineering department for provisioning of different telecom services, cessation of any telecom services or maintenance of services by conducting meetings for effective communication and resolving disputes and achieving targets
- Communicator  
Coordinating with different sections via online correspondences for effective communication and streamlining guidelines across different sections.  
Coordinating with different sections for the smooth flow of Service Orders issued for provisions/cessations  
Coordinating requirements for upcoming new products, services and promotional campaigns by informing Business and Service Centres about it. Assisting with marketing of new product launches/roadshows and exhibitions in our region.

**Catechism Teacher, August 2005 to Jan 2014**

St. Gregorious Orthodox Church, Sharjah, UAE

- Utilizing various instructional aids and methods including videos, PowerPoints, and in-class activities to facilitate spiritual development of children in Classes I and II.

**Computer Sciences Teacher, Jul 1992 till Nov 1994**

Softtrak Technology Exports Ltd., Ahmedabad, India

- Conducting courses on Computer fundamentals (Theory & Practical), Logo, & Basic languages for students of Classes V to IX.

**Mathematics Teacher, May 1990 till Jan 1991**

Sunrise Group Tuition Institute, Ahmedabad

- Conducting courses on Mathematical topics such as Algebra and Geometry for students from Class X.

**English Teacher, Feb 1991 to Jul 1992**

Divine Buds School, Ahmedabad

- Improving English speaking, reading, and writing proficiency of students from Classes I to V.

## EDUCATION

|                                  |                                                                                                                                                                                                                                                                                           |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PG in Instructional Design       | Henry Harvin (On going)<br>Accreditations & Affiliations : AAEFL, AAPC, ISO 29990: 2010, MCA, MSME, UKcert, TEFL Canada, UKAF                                                                                                                                                             |
| Diploma in Learning Disabilities | Asian College of Teacher April 2023<br>Accreditation; Accreditation Service for International Schools, Colleges and Universities (ASIC)<br>Education Quality Accreditation Commission (EQAC)                                                                                              |
| NLP Practioner                   | Approved by American Board of NLP, April 2023                                                                                                                                                                                                                                             |
| MBA                              | Business Administration in Human Resources, 2009<br>IGNOU, Dubai, UAE                                                                                                                                                                                                                     |
| PG Diploma                       | Computer Science and Applications, 1994<br>Rollwala Computer Centre, Gujarat University <ul style="list-style-type: none"> <li>• Computer languages like Pascal &amp; Cobol.</li> <li>• Statistics, Operation Research &amp; Numerical Analysis, Data Base Management systems,</li> </ul> |
| BSc                              | Bachelor of Science (Physics), 1991<br>St. Xaviers College, Ahmedabad                                                                                                                                                                                                                     |

## SKILLS

**Educator**, *held various positions from Feb 1991 till date*

- Gyanlink, St. Gregorious Orthodox Church, Softrak Technology Exports Ltd, Sunrise Group Tuition Institute, Divine buds school

**Coordinator and Facilitator** *May 1995 till date*  
EISB, Gyanlink, Etisalat

**Supervisor**, Etisalat, *May 1995 till Jul 2015*

**Public Speaker**, Friends of Yoga Toastmasters Club, Dubai, UAE, *Jan 2008 to Aug 2015*

- Actively participated in Toastmasters and held the following positions: Vice President Education (2014 – 2015), Vice President Public Relations (2013 – 2014), and Secretary (2012 – 2013) in the club.
- Designing and drafting content for the Club's Newsletter, published quarterly.
- Received recognition as a competent communicator (CC).

**System Analyst and Computer Programmer**, *1995- 2015; 1992-1994*

- Etisalat: Identified system needs that could be automated and developed software to optimize work performance of the section.
- Softrak Technology Exports Ltd.: Developing software packages for banks and schools on co-ordinatory basis.

**Content writer and Marketing assistant**, GyanLink, *Jun 2021 till March 2022 (Part time)*

- Developing content for marketing GyanLink.
- Completed a course on Fundamentals of Digital Marketing by Google Open University, 2021