

## Jayalakshmi Jayaraj

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### Objective

Desirous of working in an organization which provides adequate opportunity for career development and to learn to utilize my knowledge and contribute to the success of organization and the students by my sincere efforts.

### Summary

Entry-level Lower Secondary and IGCSE **English** facilitator graduated from **The English and Foreign Languages University Hyderabad**. Passionate in exploring new teaching techniques throughout my career and incorporate innovative teaching technologies in the classroom.

### Core Competencies:

Communication and Interpersonal skills | Digital Teaching | Leadership | Listening | Speaking | Reading | Writing | Inclusive Education | Mentorship | Classroom Management | Organization and Planning | Civil Service Coaching | Assessment and Coaching | Collaboration and Teamwork | Emotional Intelligence | Lesson Planning | Soft skills

### Education

- Bachelor of Education (B.Ed) - **The English and Foreign Languages University-Hyderabad** – ‘O’ Grade 2021 Oct – 2023 May
- **Master of Arts (English)** – IGNOU, New Delhi 2022 July - Present
- **Bachelor of Arts (English)** – Payyanur College – Kannur University  
CGPA- 7.84 2016- ‘19
- Higher Secondary – (10+2) – CBSE – Kendriya Vidyalaya Payyanur  
CGPA – 8.42 2015- ‘16
- Matriculation – (10<sup>th</sup>) – CBSE – Kendriya Vidyalaya Payyanur 2013- ‘14

### Work Experience

**Lower Secondary and IGCSE English facilitator** – AIMEE International School, Vijayawada **June 2023- Present**

- Facilitation in the classroom by the way of inquiry.
- Developed learners’ ability to use English effectively for the purpose of practical communication.
- Promoted high standards in the use of English as the common language and help develop English for academic progress.
- Created and maintained a safe and inclusive learning environment.
- Implemented effective planning, teaching, learning and assessment practice.
- Established professional relationships to develop and support learning and teaching.
- Demonstrated knowledge and understanding of students and how they learn.

- Observed main instructor and designed professional goals around observation and personal practice through 1:1 session with the mentor.
- Methodically planned and executed on lesson plans and implemented them successfully in classrooms.
- Increased the efficiency of students by 15 percent by the end of the training.
- Managed and taught 5 classes of secondary section with a capacity of 30-35 students.

- Worked in close association with the students and their parents to ensure proper learning environment.
- Dealt with second language development at an elementary level.
- Gave lessons on spoken English.
- Assessed improvement through periodic tests and formative assessment.

### **Achievements**

- Won several inter-collegiate and inter-school arts festival - Singing
- Successfully planned and organized multiple events in and outside college/university.

### **Languages**

- **Malayalam** - Mother tongue – Native proficiency
- **English** – Second Language – Expert (Full working proficiency)
- **Hindi** – Third Language – Expert (Full working proficiency)

### **Certifications**

- Qualified **KTET** Category 2 and Category 3 (Kerala Teacher Eligibility Test) 2022 – First attempt
- Qualified **CTET**- Paper 1 – First attempt
- Completed **Experiential Learning Course** by CBSE

### **Interests**

Music | Arts | Philately | Gardening and vegetable farming | Event Management

### **Declaration**

I hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

**Jayalakshmi Jayaraj**

*References available upon request*