

Vinitha. V

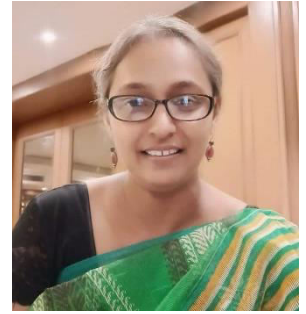
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Diploma in Hotel Management, 62%, IHM, Taramani, Chennai, 1997

Bachelor Degree in English Literature, 51%, ICE, Madras University, 1998

Pursuing MA Education from IGNOU

**Profile:**

- I have 18 Years of work experience in diverse fields
- Am meticulous, diligent and goal-oriented
- Enjoy coaching teachers for holistic planning, besides constructing new school ethos
- Speak English, Hindi, and Tamil proficiently, while comprehending several regional languages.

Professional Certification: I am certified by Cambridge board in the following courses:

- Assessing 0510 English as Second Language, 0457 Global Perspectives, and 0500 First Language English
- Extensive training in 9093 AS English Language

In my first role as school teacher at Jyotirmay in Pune, I had the amazing opportunity to learn from Mr. J. Krishnamurti's teachings. Our school mentors had aligned the high school processes in line with his philosophy.

The CDs and newsletters published by Krishnamurti Foundation built my understanding of the school community, students, and the teacher. This helped me bridge the CAIE curriculum with the school's ideology through my lesson plans and classroom discussions. Overall, my appreciation for rational thinking took form during those years.

Experience:

- Academic Co-ordinator for High School at Bangalore Steiner School from 05/23 to 04/24
Ensure curriculum delivery and the conduct of assessments according to Cambridge standards.
Teach First Language English and Global Perspectives for grades 9 and 10.
- Academic Co-ordinator for Secondary School at The Indian Public School, Tirupur from 09/22 to 04/23
Implemented curricular, co-curricular and enrichment deliverables, besides campus co-ordination and interaction as Cambridge ASA expert with other branches of TIPS.
- Cluster Head for Humanities and HOD English at Bodhi International School, Jodhpur from 07/20 to 03/22
Taught English for CAIE grades 8 to 12, and designed the Language Enrichment Program.
Guided the school's career counseling program, in collaboration with Mindler, Bengaluru.
- Academic Co-ordinator and HOD Curriculum at Kimberley International School, Panchkula from 03/16 to 06/19
Taught English, Business, Travel and Tourism, and Global Perspectives for CAIE grades 8 to 12.
Implemented the learning and development program for teachers for curriculum planning and delivery.
- Teacher at Jyotirmay International School, Pune from 11/12 to 02/16
Responsible for teaching English and Business Studies for CAIE grades 8 to 12.
- Senior Trainer in Soft Skills at Tata Business Support Services Ltd., Pune 07/11 to 08/12
Trained all new hires in soft skills and business language, besides creating modules for the same.
- English Language Trainer at Elixir Institute for Spoken English, Pune 01/10 to 07/11
Trained groups of students and adults in spoken English, grammar, and business language.
- Customer Service Associate for Kotak Mahindra at Zensar Technologies, Pune 06/08 to 12/09
Gained core experience in selling c/card and insurance-related products.

My strengths as a Supervisor:

- Mentoring teams for process implementation, quality goals, and documentation
- Developing team readiness, strengthening microprocesses, and building up departments
- Planning and working towards school members' intrinsic growth and professional enhancement
- Consolidating school ethos through academic and administrative functions