



**Name: Rowena Amelia Francis**

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**OBJECTIVE:** Contributing to my growth in climbing the ladder of success and an aim to reach my goal.

Meeting and accepting challenges by making my efforts stronger, by learning new things so that my growth like a tree is stronger by the roots and facing all storms bearing good fruits through hard work and dedication

Putting forth my abilities through confidence in all my ventures and finally reaching the pinnacle of success seamlessly through hard work and much dedication.

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### **Work Experience Summary:**

#### ***New Baldwin chain of Institutions: 1998 to 2007***

- \* Academic Supervisor and Coordinator from 2003 – 2007 in the same institution.
- \* Conducting interviews for parents and students for the Academic Term.
- \* Arrangement preparation for the Annual Day.
- \* Organizing and schedule meetings for Parents / Teachers.
- \* Arranged activities for Nursery Events, picnics, sports day, kindergarten musical march past, and colourful drills through dance.
- \* Conducted and organized workshops for kindergarten teachers on “HOW TO BE A BETTER TEACHER”.

#### **Royal Blossoms International School: June 2008 to April 2009**

- \* Handled the Admissions and also scheduled meetings for Teachers and Parents.
- \* Organized and executed spectacular sports concert for the preschool students.

**New Indus Valley Residential School: June 2009 to April 2012**

- \*Handled Kindergarten to Grade 1.
- \*Organized events and programmes to facilitate the learning for the students.
- \*Basic English and Grammar sessions for primary students on weekends.
- \*Provided a Model to the school wherein the children and parent interaction would be to a maximum – this was done to improve the Parent-Child communication.

**MTBJJV School: May 2012 to 2014**

- \*Worked as a communications skills and Spoken English teacher for Grades 1 to 5.
- \*Handled the speaking skills in English for each student through the help of phonetics sound in basic grammar helping the students to speak.
- \*Handled public address and compering for school events annual day and sports meet and celebrations with various activities conducted in school.
- \*Conducted various activities for the primary section for the below average students to develop reading newspapers, public speaking to overcome stage fear and all activities on speaking skills was encouraged.

**Paramount Public School: 2014 to 2016**

- \*Worked as a Kindergarten Coordinator – Handled classes from Nursery to Upper Kindergarten together with the curricular and co-curricular events.

**Riverstone International School: Byrathi: 2017 to 2019**

- \*Worked as a Senior Coordinator and Administration
- \*Handled the Admission and payments of Fees for new students.
- \*Handled the scrutinizing of -Appointments and interviews for new faculty
- \*Senior Coordinator for the Kindergarten section.

**Sri Sri Ravi Shankar Vidya Mandir: Sarjapur Branch: 2019 till December 2023**

- \*Worked as an Assistant PRT
- \*Handled the story classes for grades I and II by KARADI PATH.

- \* Handled grade I in four sections for English.
- \* Was the class teacher of grade I from 2020 -2023
- \* Prepared worksheets, assessment question papers, self reflection worksheets with rubrics.
- \* Keeping up with the CBSE frame of curriculum
- \* Maintained the consolidated marks and grades for the sections handled.
- \* Organized the special assembly for the class bringing out every child's hidden talent
- \* Conducted class PTM's with all positivity facing the toughest situation
- \* Conducted the online classes during the pandemic and days of unavoidable circumstances
- \* Maintained the daily log book and weekly planners
- \* Conducted events involving integration
- \* Assisted students with learning disabilities through individual care and individual attention in grade 1.

### **Educational Qualifications:**

- \* *Divya Shanthi High School: SSLC*
- \* *Clone International Educational Institution: MNTT*

### **Other Courses, Trainings & Events:**

- \* Attended trainings and workshops based on CBSE and National Education Policy during the pandemic.
- \* Completed a few certified courses in, CBSE online.
- \* Attended a training with Black Swan orientation in English Grammar online.
- \* Attempted an Essay competitions through My Government App (Pariksha Pe Charcha)
- \* Attended a few trainings workshops and webinars based on 21<sup>st</sup> century skills education on line.
- \* Participated in the Rashtriya Gaan by Prime Minister of India 2021
- \* Attended a workshop on Happy Teachers create Happy Minds.
  - CBSE training on competency-based education

- \* Teaching strategies/methods for reading
- \* ICT in teaching /learning Google Classroom
- \* Integrating Gender in teaching
- \*Wrote articles for the school Magazine. (Teachers Corner)
- \*Invigilated the CTET Examination 2022/23
- \*Invigilated the NEET Examinations 2021/22
- \*Invigilated Class X and XII CBSE Board Examinations 2021/2022.
- \* Attended workshops how to implement in a lesson plan “BLOOMS TAXONOMY”

### **Personal Details:**

Date of birth : September 27 1979

Caste ; Anglo-Indian

Religion : Christian ( Catholic)

Nationality : Indian

Languages : English / Hindi / Tamil / Kannada

Marital Status : Married

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