

Monisha Menon

019, B-Block, Sai Gardens Apartment, Kempapura Main Road,

Yemalur, Bangalore - 560037

+91-9995388615

monishamenon7@gmail.com

Teacher with 7years of experience in teaching. Taught primary and middle school classes (Grade 5-8) in a setting of up to 30 students. Recognized for the ability to develop and implement activities that improve students' learning and behavioral skills as well as confidence and self-reliance. Currently working as an Academic Coordinator.

PROFESSIONAL EXPERIENCE**Chrysalis High**

(June 2021-Till date)

Academic Coordinator:

- Monitoring student progress and making appropriate adjustments to ensure academic success
- Providing advice and guidance to students regarding their academic progress
- Coordinating faculty meetings, workshops, and other events that support student learning and development
- Creating and updating student records, including course schedules and class rosters.
- Coordinating student activities such as homecoming festivities, school events, and student performances
- Managing the student advising program to ensure that students receive quality advising services that meet their needs
- Working with academic departments to develop course schedules and monitor student attendance in classes
- Reviewing course syllabi to ensure that they are aligned with departmental objectives
- Working with faculty members to ensure that classes have adequate staffing and materials needed for instruction.

Middle school teacher(June 2021)

Instructed Middle School Biology

- Advise co-curricular clubs and activities.
- Participate in ongoing planning, development, and evaluation of curriculum
- Use a variety of instructional strategies to provide equity and excellence to students of all ability levels.
- Work cooperatively with other teachers in developing and sharing curriculum strategies
- Participate in all staff and department meetings
- Maintain accurate records and grades for students

21K School Primary teacher

(June 2020-June Instructed Middle School)

- Led class online using Blackboard and PowerPoint(Microsoft teams ,zoom and big blue button)
- Communicated with students using online chat features and headphones for voice
- Managed and tracked attendance and participation of students
- Provided consistent feedback to students related to each lesson taught
- Conducted small group and individualized instruction through the use of online breakout rooms .
- Assessed students learning through discussions, projects, and formal assessments .
- Worked using the LMS platform of oxford advantage learning solution-To create online tests and assign homework

KLAY PREP SCHOOL AND DAYCARE Bengaluru, Karnataka

Head Teacher, Pre-K May 2019 – June 2020

- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips and evaluate children's performance.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.

- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- Active member of child protection committee

BABAJI VIDHYASHRAM Chennai, Tamil Nadu *PRT March 2015 – April 2016*

- Delivered creative and interactive activities to an average of 30 students • Spearheaded curriculum development and lesson plan creation for an academic year across primary classes
- Implemented program that allowed students to act out characters from story time activities, improving on children's speech clarity
- Conducted and managed interactive smart classroom sessions via IOS Apps and Google Classroom • Implemented multiple musical and art & craft related activities that enhanced students' learning motivation

KENDRIYA VIDYALAYA Trichy, Tamil Nadu *PRT June 2013 – March 2014*

- Taught classes with engaging learning activities to 35 students.
- Incorporated engaging and fun activities into lessons to reinforce hands-on learning and lively student participation
- Consistently communicated with parents to report on student behaviour, social, and developmental progress, as well as note on any observed health conditions • Prepare and developed lesson plan and instructional programs to special individual and group needs
- Conferred with parents and encouraged education in the home

EDUCATION

SASTRA University Thanjavur, Tamilnadu 2011-2013

Master of Science in Biotechnology

First Class with Distinction

CGPA 9.07

NSS Training College,

University of Calicut Ottapalam, Kerala 2009-2010

Bachelor of Education in Natural Science

First Class

Percentage 74.58%

Seethalakshmi Ramaswamy College,

Bharathidasan University Trichy, Tamil Nadu 2006-2009 Bachelor of Science in Biotechnology

First Class with Distinction

CGPA 8.37

Kendriya Vidyalaya No. 1,

AISSCE(XII) Trichy, Tamil Nadu 2004-2006 • Percentage 72.8%

Kendriya Vidyalaya No. 2,

AISSE(X) Kanpur, Uttar Pradesh 2003-2004 • Percentage 71.8%

PERSONAL INFORMATION

Civil Status: Married

Date of Birth: April 7, 1988

Interests: Cooking, Zen tangle drawings and Gardening

Languages known: English, Hindi, Malayalam and Tamil

