

Resume

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Career Objective

Seeking the position of an English Teacher in an organization that will give me an opportunity to pass on my knowledge to the students in an innovative manner. A strong pro-active leader, empowering staff to take ownership, providing training and mentoring to build cohesive teams working together to achieve individual targets and organization objectives.

Profile:

- Fourteen years of experience in Teaching and five years experience in Hospitality Administration and marketing, accomplished professional responsibilities with proven skills
- Eight years of experience as an English Teacher.
- Excellent communication spoken, written and communication skills.
- Experience in Education sector includes Training, School Coordination and Development, Mentoring Teachers and Classroom Teaching
- Energetic and perseverant self-starter with excellent analytical, organizational and problem-solving skills.

Skills:

- Profound knowledge of English language and ability to teach the language to the students and staff equally.
- Highly skilled in using the deferent course books and material for teaching English as well as having a great passion and love for English language.
- Ability to dramatize English stories effectively and creatively.
- Ability to plan, collect material and deliver the lessons in the class.
- Proficient at arranging the competitions and assessing the performance of the students.
- Good understanding of English grammar with an ability to impart the knowledge effectively.
- Ability to inspire the students for desired results in the language teaching task.
- Proactive and a quick learner with excellent spoken, written and communication skills.
- Word working and willing to learn and adapt, and take up challenges.
- Excellent in mentoring and training teams.

Resume

Career Profile

Organization	Dates	Role
Chrysalis High, Varthur, Bangalore	Jun 2021 – Till date	Teacher and Asst. Co-ordinator
VIBGYOR High School, Bangalore	Nov 2015 to May 2021	Teacher
Sarah Montessori School, Bangalore	June 2014 to Oct 2015	Co-ordinator
Maple Bear Canadian Pre-School, Bangalore	Nov 2012 to May 2014	Day-care coordinator
Med Options – Calangute – Goa	June 2010 to May 2011	Administrator & Marketing Manager
Vrundavan Hospital & Research Goa	June 2009 to May 2010	Administrator & Marketing Manager
Mater Dei Institution – Saligao, Goa	Sep 2006 to May 2009	Science and Mathematics teacher
Dealers For You – Mumbai	Jul 2002 to Apr 2004	Public Relations / Administration
Radiant Retreat Pvt. Ltd. – Mumbai	Sep 1998 to Jun 1999	Public Relations Officer

Computer Skills

Packages	Microsoft Office (Word, Excel, Power Point)
Operating Systems	Windows 95/98/XP
Hospital Management Software	DRMSAS

Qualification:

Education	Specialization	University
Bachelors in Education (B.Ed.)	Education	Singhanian University
Bachelor of Science (B.Sc.)	Science	Mumbai University, Mumbai
Diploma in Analytical Chemistry	Analytical Chemistry	S.N.D.T. Women's University, Mumbai

Key responsibilities: The details of the various key responsibilities successfully accomplished.

Organisation	Chrysalis High – Varthur, Bangalore, Karnataka
Organisation Profile	Leading Chain of schools in India
Period	June 2021 to till date
Role	Middle School English Teacher & Assistant Co-ordinator
Responsibilities	- Teaching and handling students for classes in Middle school (Grade V to VII) - Student Management, Motivation and Reinforcement - Content Creation: accommodation, modification and differentiation of mainstream curriculum to meet diverse needs of learners - Conduct Induction Programs for New Joiners. - Conduct Soft Skills trainings for Staff. - Fixing the monthly academic planner. - Managing the records. - Student assessments. - Daily work planning based on the academic planner. - Managing the staff & planning classes. - Conducting Seminars, Literary Fest. Compering for events. - Received Teacher par Excellence Award in the first year of service.

Resume

Organisation	VIBGYOR High School – Bangalore, Karnataka
Organisation Profile	Leading Chain of schools in India
Period	Nov 2015 to May 2021
Role	Teacher
Responsibilities	• Teaching - English, Math and Social Science for Primary • Student Management, Motivation and Reinforcement • Interacting with parents. • Fixing the monthly academic planner. • Managing the records. • Student assessments. • Daily work planning based on the academic planner. • Managing the staff and planning classes.

Organisation	Sarah Montessori – Bangalore, Karnataka
Organisation Profile	Leading Chain of Schools and Day care
Period	June 2014 to Oct 2015
Role	Co Ordinator
Responsibilities	• Overall In charge of School operations. • Fixing the monthly academic planner. • Manage the Day Care operations. • Managing the records. • Daily work planning based on the academic planner. • Managing the staff & planning classes.

Organisation	MapleBear Canadian Pre School – Bangalore, Karnataka
Organisation Profile	Canadian based preschool with full day-care facility
Period	Nov 2012 to May 2014
Role	Day-care Coordinator
Responsibilities	• Problem solving and handling the day to day activities of the Day-care • Managing student development and improving Parents confidence • Explaining the fee structure and facilities offered. • Interacting with Hospitals (like Cloud 9, Fortis, Apollo, etc.) to make compatible deals for medical check-ups and emergency contact. • Organising games and events for the entertainment of kids and their parents. • . • Making the monthly report, Maple Bear bulletin and monthly groceries list. • Fixing the monthly menus. • Managing the staff shifts and muster.

Resume

Organisation	Med Options – Calangute – Goa
Organisation Profile	Healthcare Facilitator & Tourism Service Providers
Period	June 2010 to May 2011
Role	International Marketing Manger
Responsibilities	- Interacting with international insurance companies - Making a total package deals - Ticketing, medical facilities and stay - Interacting with Hospitals (like Wockhart, Fortis, Apollo, etc.) all over India to make compatible deals for medical tourism.

Organisation	Vrundavan Hospital and Research Centre– Mapusa – Goa
Organisation Profile	Multi-speciality Hospital
Period	Jun 2009 to May 2010
Role	Administrator and Marketing Manger
Responsibilities	- Overall handling of the Hospital Departments - Training of the staff in handling patients - Interacting with companies for the check-ups of their employees - Interacting with insurance companies n government agencies for Medclaim facilities. - Organisation of CSR's and free Medical camps in villages and schools

Organisation	Mater Dei Institution – Saligao, Goa
Organisation Profile	ICSE board school
Period	Sep 2006 to May 2009
Role	Mathematics and Science Teacher
Responsibilities	- Teaching 7th, 8th, 9th and 10th Math's and Science. - Assist management with Administrative activities. - Conduct Staff Meetings to address issues with staff and students on a weekly basis. - Setting up laboratory, and individually handling practicals. - Motivating students to participate in debates and cultural activities. - Conduct Health awareness programs. - Organize painting, elocution, debate and quiz competitions. - Organizing events, road shows as well as programs in school.

Organisation	Dealers For You – Mumbai
Organisation Profile	Publishing house catering to the fashion industry
Period	Jul 2002 to Apr 2004
Role	Public Relations / Administration Officer

Resume

Responsibilities	• Overall administration of the office. • Issue handling and liaise with management to solve various issues of staff and processes. • Decisions making in the absence of the Managing Director. • Looking into printing and publication of the magazines. • Interviewing and recruiting of models and staff. • Model co-ordination, organizing shoots for the client. • Event management.
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Organisation	Radiant Retreat Pvt. Ltd. – Mumbai
Organisation Profile	Diversified into the hospitality industry
Period	Sep 1998 to Jun 1999
Role	Public Relations Officer
Responsibilities	• Overall administration of the office. • Issue handling and liaise with management to solve various issues of staff and processes. • Decisions making in the absence of the Managing Director. • Training and handling a team of telemarketing personals. • Assisting in office administration. • Personal assistant to sales administration manager.

Personal Details

Date of Birth	27- 04 -1976
Nationality	INDIAN