

***Mrs. SUSMITA SUTRADHAR***

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### **PROFESSIONAL SUMMARY**

Dynamic Lecturer with 2 years of successful teaching experience. Known for interesting lectures with helpful supporting materials and detail-oriented classroom management. Dedicated to individual student success and comprehensive understanding.

Modern lecturer with extensive knowledge of integrating technology into classrooms for increased student interest. Expert in maths and science and public speaking. Proven history of providing students with memorable and effective lectures.

### **ACCOMPLISHMENTS**

- Received award from SBI Bank for being District Topper in 2008.
- Honoured with Amulya Vidya Vibhusan in 2009.

### **SKILLS**

- Interactive Media
- Educational Settings
- Curriculum Selection
- Progress Recording
- Institutional Effectiveness
- Public Lecturing
- Class Organization

### **WORK HISTORY**

Have been lecturer at **MAHENDRA EDUCATIONAL Pvt. Ltd.**, New Delhi from April 2015 to Feb 2017.

- Graded assignments according to strict institutional policies and upheld guidelines for academic integrity.
- Evaluated and revised course content to achieve student-centered learning.
- Used variety of learning modalities and support materials to facilitate learning process.

- Designed and distributed lecture handouts to round out material and increase student understanding.
- Utilized instructional technologies in course delivery to engage and educate students.
- Gave presentation on science to students in classrooms using PowerPoint.
- Mentored graduate and under-graduate students in effective way for education and career preparedness.
- Supervised junior lecturers course development and recommended refinements to enhance student learning.

## **EDUCATION**

- Completed B.Ed from BANGALORE UNIVERSITY in 2019.
- Completed BTech in Electronics and Tele-Communication from BIJU PATNAIK UNIVERSITY OF TECHNOLOGY in 2012.
- Completed 12th from CARMEL SCHOOL, ISC board in 2008.
- Completed 10<sup>th</sup> from CARMEL SCHOOL, ICSE board in 2006.

## **LANGUAGES**

- English
- Bengali
- Hindi