

Anjali Rao
Educator & Organizer
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PROFILE

Dedicated and highly organized educator with 8 years of experience managing classrooms of 30+ students. Seeking to leverage proven skills in project planning, stakeholder communication, and timeline management to transition into a Project Manager role.

PROFESSIONAL EXPERIENCE

Lead Teacher | Delhi Public School, Pune | 2017 - Present

- Planned and executed a year-long curriculum for 4 separate classes, ensuring all learning objectives were met on schedule and within budget.
- Managed all parent-teacher communications, providing regular progress updates and resolving conflicts effectively, maintaining a 95% parent satisfaction rate.
- Coordinated the annual school-wide science fair, managing a team of 5 teachers and 15 volunteers from initial planning to successful execution for over 500 attendees.

English Teacher | Mumbai International School | 2015 - 2017

- Developed customized learning plans for students with diverse needs, tracking progress and adjusting strategies to ensure success.
- Utilized new educational software to improve student engagement.

EDUCATION

Master of Arts, Education | Symbiosis International University | 2015

Bachelor of Arts, English Literature | Fergusson College | 2013

TRANSFERABLE SKILLS

Project Planning, Timeline Management, Budget Adherence, Stakeholder Communication, Team Coordination, Risk Management, Public Speaking, Conflict Resolution