

Ronak Punase

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SUMMARY

Dedicated educator with over 5 years of teaching experience. Proven track record in supervising and mentoring teachers, designing assessment strategies, and fostering student success. Strong collaborator in curriculum development and discipline management.

EXPERIENCE

Academic Coordinator

XYZ Academy • xyzacademy.com

March 2023 – Present

Bhopal, India

- Supervised and assisted a team of 10 teachers, promoting best practices in student assessment and engagement.
- Developed and implemented comprehensive assessment strategies, enhancing the measurement of student outcomes by 30%.
- Collaborated with stakeholders to design and innovate curriculum aligned with state standards.
- Monitored student progress meticulously, providing targeted support and intervention strategies.
- Maintained classroom discipline, fostering a positive learning environment conducive to academic success.

Teacher

ABC School • abcschool.com

June 2018 – March 2023

Bhopal, India

- Taught various subjects to middle and high school students, adapting lessons to meet diverse learning styles.
- Engaged students through project-based learning and innovative teaching methodologies, resulting in increased student retention by 20%.
- Developed and monitored personalized learning plans for students needing additional support, improving their academic results and confidence.
- Actively participated in curriculum review committees to refine and update teaching materials.
- Built positive relationships with students, parents, and the community to enhance school culture and student success.

PROJECTS

Student Performance App • studentperformance.xyz

- Developed a comprehensive app to track student grades, attendance, and feedback, boosting parent-teacher communication.
- Utilized user-friendly designs to create an engaging interface for students and teachers.

SKILLS

Educational Strategies: Assessment Design, Curriculum Development, Classroom Management, Teacher Mentoring

Technical: Microsoft Office Suite, Google Suite, Learning Management Systems (LMS)

Interpersonal: Leadership, Communication, Collaboration, Problem Solving

EDUCATION

Bachelors of Education • RGPV University • Bhopal, MP • 2018 • GPA: 4.25/5.0