Cynthia Fraser

# DOB: 03st April 1999

**OBJECTIVE**

To secure an English Teaching position. To instill and develop a fondness for the English subject among students. To implement a fun and innovative learning approach. To grow the student's confidence for communication and comprehension.

# EDUCATION

**Prahladrai Dalmia Lions College**

Mumbai University — *Bachelor of Management Studies, 2020 CGPA-*

8.31

# Rizvi College of Arts, Commerce and Science

Mumbai — *12TH, 2016 HSC-* 80%

# Holy Cross Convent School

Mumbai — *10TH, 2014 SSC-* 69%

# WORK EXPERIENCE

**Prudence International School,** IGCSE, Panvel, India.

*English Teacher, Grade IV to VIII*, 27/06/2021 – till date.

* Taught students from grade 4 to 8 using different teaching methodologies best suited to the grade
* Drafted innovative and learner centric lesson plans
* Created and assessed weekly assignments involving practical and value based questions
* Trained students for elocution competition
* Performed administrative tasks of keeping detailed student records
* Managed parent teacher meetings as the class teacher for grade 6
* Evidently improved the English academic performance of students

**Sanjay Ghodawat International School** CBSE**,** Kolhapur, India

*Assistant English Teacher*, 22/06/2020 – 31/05/2021.

* Appointed as an English faculty to teach 4th and 5th grade students.
* Focused specifically on the reading and speaking skills of students from grade.
* Conducted and supervised MUN sessions for students.

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# SKILLS

Creativity

Effective Communication Leadership

Team Management Analytical Skills Interpersonal Awareness

# LANGUAGES

English Hindi Marathi

* Trained and groomed students for various speeches, debates, anchoring.
* Constructed student centric and fun teaching and learning lesson plans. Performed administrative tasks like maintaining attendance, daily work report, performance and evaluation of students and so on
* Practiced effective grammar and vocabulary learning through short stories to make students understand better.

**Ed Solution Classes,** Mumbai, India

*English Tutor*, 2018 – 2019

* I was associated with Coaching Classes for 1 year.
* Taught English grammar and reading to 8th grade students.
* Simplified the concepts to help the students understand better.

# INTERNSHIPS/TRAINING

**Simran Interiors,** Mumbai, India

*Human Resource Intern,* 12/2019 - 01/2020

* Attracting, Selecting and Hiring of desired candidates from within and from outside the company.
* Managing Emails and replying to the concerned queries.
* Learned to take interviews and hire talents according to company policies.
* Formulated job description according to job specifications.

# PREVIOUS LEADSHIP ROLES

**MUN Incharge,** 06/2020 – 05/2021

* + Trained and groomed students for various speeches and debates.
  + Conducted and supervised MUN sessions for students.
  + Mentored students for MUN competitions.

**Students Council,** 2017 - 2019

* + Led the Dalmia Lions Utvsav an intercollegiate event as the

# Head of Department of Anchoring in 2018

* + Led the Dalmia Lions Utsav as the **Head of Department of Literary Arts** in 2019

# INTERESTS

Public Speaking Debating Creative Writing Dancing

Video Editing

# HOBBIES

Dancing Traveling Knitting

# CERTIFICATIONS, PARTICIPATIONS, AND AWARDS

* I have secured the 2nd place in district level debate competition held by the university of Mumbai.
* Secured more than 20 wining certificates at an inter collegiate level in the field of debates, elocution, creative writing and so on.
* Won two pageants at an intercollegiate level.
* I was appointed as a judge to speculate the posture and slogan making competition at Prahladrai Dalmia Lions College.