

# Richa Mehta

H. No.139, Shivshaktinagar,  
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An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression. at creating lesson plans that capture the diverse learning styles, interests, imagination, and abilities of all students.

## PROFESSIONAL EXPERIENCE

### HOME TUTOR

2021

- Prepared comprehensive lesson plans and diverse techniques to promote active learning such as individualized instruction and problem-solving assignments
- Created interactive presentations with the usage of relevant software (e.g. MS PowerPoint etc.)
- Fostered a positive learning environment by incorporating team building activities and positive reinforcement techniques.
- Focused on ensuring social and emotional development of adolescent students using psychological skills.

## EDUCATION

### Master of Arts (M. A.)

2020 - Ongoing

Pursing Master of Arts in Political Science from **R. D. C. S. College**, Gorakhpur

### Diploma in Elementary Education (D. El. Ed. / B. T. C.)

2017 - 19

Diploma in Elementary Education from **R. D. C. S. College**, Gorakhpur - **88.6 %**

### Bachelor of Arts (B. A.)

2014 - 17

Bachelor of Arts in Political Science and Economics from **St. Joseph's College**, Gorakhpur - **61 %**

### 12<sup>th</sup> (Senior Secondary Examination)

2014

Intermediate Examination from **A.D.G.G.I.C**, Gorakhpur – **64.6 %**

### 10<sup>th</sup> (Secondary Examination)

2012

High School Examination from **A.D.G.G.I.C**, Gorakhpur – **75.5 %**

## ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, and PowerPoint)
- Proficient in operating Online Teaching Tools (MS Teams, Zoom, WebEx)
- Bilingual in Hindi and English

## EXTRA-CURRICULAR ACTIVITIES

- Completed Special Introductory Course in U.P. Scout and Guide
- Achieved First Rank in Fruit & Vegetable Perseverance Training Organized by U.P.H.

## HOBBIES

- Reading and Cooking and Great Interest in Badminton sports.