**RENU MUDGIL**

**Contact**: 09868235113, 9810012109**, E-mail:** [mudgil.renu@gmail.com](mailto:mudgil.renu@gmail.com)

To secure a position as an academic coordinator in Educational Leadership that would enable me to create a positive school culture, offer hands-on-experience, foster heightened quality instruction and enable all students to become positive and contributing members of society.

**EXECUTIVE SNAPSHOT**

* **A result-oriented professional** , offering 23 years of achievement in developing productive student focused environments to maximise learning experience
* Resourceful education professional with proven ability to create and monitor polices and practices that promote a safe learning environment, ensures a school culture that encourages continuous environment for teachers and students.
* Astute Leader offering expert ability to assess learning requirements and styles, utilize appropriate methods and activities to ensure goal achievement.
* Enthusiastic problem-solver with keen ability to rapidly assess diverse situational challenges, develop action plans, and lead team to meet or exceed targeted goals.
* An experienced Teacher, enjoys in devising captivating, fascinating, and unique practices of teaching that creates interest in the students and establishing good rapport with students as well as teachers to further improvement.
* **Core Skills Includes:**
  + Student Centred Instructions
  + Reporting & Documentation
  + Individual Education Plans
  + Curriculum Development & Implementation
  + Extracurricular Involvement
  + Training & Development
  + Team Building/ budgeting & Forecasting
  + Educational Administration
  + Classroom Management
  + Instructional Programming

**PROFESSIONAL EXPERIENCE**

1. **Mayur Public School, Delhi April 07 – March 2020**

**Growth Path: Joined as TGT Science, rose to Middle wing In-charge**

1. **Vanasthali Public School, Delhi Feb’01-** **Apr’05**

**Growth Path: Joined as TGT Science rose to Academic Head**

1. **Vanasthali Public School, Delhi as TGT Science Aug’98-Jul’00**
2. **Plato Public School, Delhi as TGT Science Jul’95-Mar’97**

**Key Deliverables**

* Accountable to plan, control, and direct the overall activities for elementary school and managing smooth operations of the school.
* Directing and guiding teachers in preparing curriculum.
* Monitoring academic development and growth of the students.
* Taking a tour of the school and inspecting security and other important necessities
* Assessing students' abilities and planning instruction, delivering lessons for students in creative manners to help them remembers topics without any problems.
* Creating favourable learning environment and motivating students, making students clear of concepts and assisting them in writing, holding group discussion and debates and ensuring every student contributes his or her thoughts.
* Maintaining constant watch on students' progress and evaluating their knowledge through tests.
* Facilitating development of skills and competencies in students by providing them all required resources
* Accountable for utilizing students strength and available resources, mentoring staff and students for better performance and participating in all co-curricular activities.

**Significant Contributions**

* Functioning as a guide, mentor, counsellor, problem solver & a friend to confide in for the students since 5 years.
* Effectively conducted various Olympiad eg. Science Olympiad, Green Olympiad. Science Open Merit Test.
* Instrumental in inculcating scientific temperament in the students towards their day to day life activities.
* Actively participated as a team member in various exhibitions, seminars, workshops etc..
* Worked as Eco Club-in-charge in the school to spread awareness regarding the environment among the students & local people of the area.
* Functioned as a Coordinating Teacher in Project SEARCH initiated by TERI.
* Leveraged skills and abilities in leading various school activities annual functions, inter school competitions, etc.

**EDUCATIONAL QUALIFICATION**

**M.Sc. (Botany)** Bhoj University Bhopal in 2005

**M.A. (English)** Himachal University, Shimlain 1995

**B.Ed.** M.D.University, Rohtak in 1985

**B.Sc. Biology**  M.D.University, Rohtakin 1984.

**OTHER ACCOLADES**

* **Actively participated in** 
  + Scouts and Guide Programme’ for consecutive two years with Honorary Student Certificate.
  + Various cultural activities in youth festivals & inter collage competitions.
* Completed Certificate Training Course in Yoga.
* Diploma Course In Computer Languages

**PERSONAL DETAILS**

**Date of Birth** 5th February 1965

**Marital status** Married with 3 kids

**Languages Known** English and Hindi

**Address** Flat no. 214, G-3, India bulls Centrum Park, Sector – 103,

**Gurgaon, Haryana**