

**RESHMA DANG**

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**WORK EXPERIENCE**

**The Ardee School, New Friends Colony April 2018 – Present**

*IB and IGSCE Mentor and Head of Department- Hindi*

* Managing 75 students in batches of 3 daily
* Conducted training sessions for pre-primary and primary teachers and mentored them
* Responsible for reviewing the lesson plans prepared by junior teachers
* Directed Hindi Plays and Nukkad Natak for Annual Day, Awareness Campaigns

**Bharti Foundation Jun 2020 – Jun 2021**

*Pro bono Reviewer and Proofreader for Teaching Learning Material*

* Reviewed and edited 100+ lesson plans till date for 170+ schools across India

**G.D. Goenka University, Gurgaon Sep 2016 – Jan 2023**

*Hindi Guest Faculty*

* Taught Hindi literature to students of Bachelor of Arts (BA) and Bachelor of Science (Bsc)

**Amity Global School (IB & IGSCE), Gurgaon & Pushp Vihar Jul 2010 – Mar 2018**

*Teacher- IB Hindi Language*

* Taught Hindi language to national and international students from America, Indonesia and Lebanon
* Assistant IBDP examination officer at Amity Global School
* Presented a Research paper in National Seminar in December 2015 on the topic “आधुनिक युग में हिंदी भाषा का महत्त्व और उपयोगिता”

**Author 2018**

* Authored two Hindi Textbooks for CBSE classes 4 and 5 - हिंदी सोपान

**JIMS, Vasant Kunj Jan 2009 – May 2010**

*Guest Faculty*

* Taught Hindi Journalism to students of Mass Communication

**Learning Point, Vasant Kunj 2002 – Present**

*Founder*

* Teaching Hindi to Class 10 CBSE students and preparing content and papers for CBSE Class 10
* Teaching Hindi and Sanskrit to students from CBSE, IGSCE (classes 4 to 10) for 18 years
* Guided and mentored CBSE students who achieved excellent academic grades in Hindi language

**Freelance Work 2008 – Present**

* Prepared Integrated Hindi Curriculum for Class 1 to 5 with SAAR Education group
* Developed content for university level Hindi Book for BA (for 3 Semesters)
* Working as freelancer for **Content Writing and Developer** with School Guru
* Worked as **Translator (English to Hindi)** for School Guru, R.W.A and Aligarh Muslim University
* Prepared question papers for **Competitive Exams** in **Hindi and Sanskrit** for Merit Trac Company and **Aligarh Muslim University**

**EDUCATION**

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| **Course/Examination** | **Institution** | **Year of Graduation** | **Percentage** |
| Global Career Counsellor Course | UCLA, Univariety | 2020 | Grade A |
| Master of Education | MD University, Rohtak | 2015 | 58% |
| MBA- HR | Indian School of Business Management, Delhi | 2011 | 72% |
| Bachelor of Education | MD University, Rohtak | 2010 | 53% |
| Nursery Teacher Training | Bhartiya Shiksha Parishad, Dehradun | 2002 | 58% |
| MA – HINDI | MD University, Rohtak | 1994 | 58% |
| Bachelor’s in Arts | MD University, Rohtak | 1992 | 52% |

­**WORKSHOPS­­­ & CERTIFICATIONS**

* Completed **International Post Graduate Diploma** in TESOL/TEFL with Specialization in Business English Teachers training, Young Learners Teachers Training, Education Management, Train the Trainer and Special Education from Asian College of Teachers – 2021
* **Certified IB Hindi (A and B) Teacher**: Attended DP Workshop at Scottish High School and SAIBSA Workshop at Shriram School - 2011, Scottish High School, Gurgaon – 2014 and Pathways world school, Noida, Jayshree Periwal School, Jaipur – 2018.
* Qualified **Cambridge International Examinations (CIE) A Level**
* **IBDP Certified Examiner** for **Hindi B** written assignments and paper 2
* Attended IGSCE Hindi as a Second Language Extension Workshop at The Ardee School Gurugram – April 2018
* Attended **Online DP Language and Literature** Workshop, November 2013.
* Diploma in Programme “I Can I Will”, a personality development programme - 2007

**COMPETENCIES & SKILLS**

■ Counselling ■ Relationship Management ■ Motivation & Interacting with Students/Parents ■ Team Building ■ Training & Development ■ Performance Management ■ People Management

■ Presentation & Communication ■ Diligent & Systematic