**Ms Yadharshini Selvaraj**

170/1, New Colony, Windy Corner, NuwaraEliya ▪ yadharshi12@gmail.com ▪ 071-7124114▪N.I.C: 888170790V

**I am a highly motivated and capable professional with excellent spoken and written English. I am an excellent leader, demonstrated by establishing and overseeing two schools (including 11additional projects) that have supported over 160,000 children, young adults and their communities since 2010. I have excellent attention to detail, strong time management and a love of education and learning. I aminspired and inspire others to overcome barriers and stereotypes. I am innovative and creative when looking at the challenges facing the poorest within our communities and am currently establishing and supporting a variety of social enterprises to increase our impact.**

**Key Skills**

* Able to develop, deliver and manage projects
* Innovative and creative with excellent problem-solving skills
* Excellent communication and training skills, both verbal and written
* Able to prioritise complex workloads and work calmly under pressure
* Capable of developing partnerships and balancing needs of all stakeholders

**Education & Training**

**Msc in Development Management Module One Oct 2016 – Nov 2016**

University of Birmingham (Distance Learning)

**CELTA (Certificate in Teaching English to Speakers of Other Languages) Aug 2016**

120-hour Teaching English as a Foreign Language Certificate issued by Cambridge University

**Diploma in Counselling and Group Work Skills Sep 2011 – Mar 2012**

Theological College – Kandy, Sri Lanka

**Teacher Knowledge Test Module One, Two and Three Jan 2011 - Oct 2012**

British Council – Kandy, Sri Lanka

**Diploma in Professional English Jan 2009 – Dec 2009**

Beacon Hill Academy – NuwaraEliya, Sri Lanka

*Subjects: English Grammar; English Speech; I.T. (MS Office, Email, Internet and Typing); Business; and Success and Ethics (based on Stephen Covey’s “7 Habits of Highly Effective Managers”)*

**3 A-Levels: Commerce Stream Aug 2008**

Good Shepherd Convent –Nuwara Eliya, Sri Lanka

**Work History**

**Programme Director Jan 2016 – Present**

Tea Leaf Vision –Sri Lanka

*Primary Duties and Responsibilities*

* As below but with the additional responsibilities listed
* Oversee all aspects of the running of two educational centres within the tea estates of Sri Lanka
* Carry out feasibility studies to identify places for expansion and establishment of new schools
* Write reports on the programme for the board of trustees and for funders
* Develop social enterprises to bring employment and revenue stream to the organisation
* Managing the current budget of around Rs. 17 million a year and staff team of 20+

**Principal Jan 2013 – Dec 2015**

Tea Leaf Vision – Maskeliya, Sri Lanka

*Strategy and Overview:*

* Managing relationships with: three corporations; UK and North American donors; an INGO; three local NGOs; and 20 community groups
* Developing all systems to meet government ministry, INGO and stakeholder expectations in Sri Lanka
* Embedding and sustained a culture of social service and citizenship in programme
* Working with sensitivity to build social cohesion among all ethnic groups at end of 26-year civil war

*Management:*

* Developing main diploma programme and 11 additional projects
* Running a vocational training centre for 175 full-time young people (aged 16 to 24) in one year
* Recruiting, training and line managing 15 local multi-ethnic staff and additional foreign volunteers
* Responsible for a quality ‘Training of Trainer’ Community English Programme (CEP) at 24 government schools with 24 Liaison Teachers, two Coordinators, 12 Support Teachers, 15 Interns and 160 Student-teachers teaching over 1,700 children
* Supporting staff and students for CEP, Youth Advocacy Training and Peace Club projects
* Setting up clear and participatory systems to monitor, analyse, review and improve overall programme, including resources, to ensure maximum relevance, reach and efficiency

*Education:*

* Developing and successfully implementing programmes to encourage social service, citizenship and business entrepreneurship
* Developing and updating teaching to consider stakeholder feedback, cultural and social issues
* Researching and initiating employability curriculum resulting in 60% of graduates in work
* Promoting high standards for all students and staff for academic performance and behaviour
* Managing, evaluating and supervising effective and clear procedures for the operation and function of the organisation’s consistent with the mission, values and goals of the school
* Planning the annual school calendar and creating the school timetable
* Enforcing school regulations, dealing with any disciplinary issues

*Finance and HR:*

* Overall responsibility for school financial systems
* Managing budgets for all projects to total over Rs. 7.5 million a year
* Overall responsibility for HR and professional development

*Communication:*

* Communicating positively with organisations in UK, North America and Sri Lanka to ensure best practice
* Representing the charity in Sri Lanka as a spokesperson with personal integrity
* Writing detailed annual, quarterly and monthly reports to requested structure and standard

**Assistant Principal Jan 2012-Dec 2012**

Tea Leaf Vision – Maskeliya, Sri Lanka

**Head of Public Speaking Jan 2011 - Dec 2011**

Tea Leaf Vision – Maskeliya, Sri Lanka

**Head of Grammar Jan 2010 - Dec 2010**

Tea Leaf Vision – Maskeliya, Sri Lanka

**Awards**

* Special Award for All-Rounder at Beacon Hill Academy, 2009
* Award for Perfect Attendance at Beacon Hill Academy, 2009
* Master of Ceremony Award in the Speech Banquet at Beacon Hill Academy, 2009
* Student Award for Being Hard Workingat Beacon Hill Academy, 2009

**Referees**

Mr Tim Pare Mr Chandra Schaffter

Director Chair of Board

Tea Leaf Trust UK Tea Leaf Vision (Guarantee) Ltd

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