Ramya ARUN

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**To obtain a good Montessori teaching position in a reputed institution**

**CAREER OBJECTIVE**

Seeking a position to utilize my strong dedication to contribute to active learning of young minds.

**Goals**: To lead a role in institutional growth by contributing with the best of my abilities and enhance my knowledge in teaching.

**Areas of Expertise**

* Broad knowledge in child development, psychology and Montessori methods. Strong ability to organize and coordinate activities.
* Hardworking, patient, and punctual.
* Solid knowledge of instructional principals, methods and techniques of Montessori program.
* Immense ability to embrace and incorporate Montessori philosophy.
* Excellent communication skills, Ability to prepare lesson plans for the students
* Ability to grade the exam papers, maintain the records, and discuss the progress of the students with their parents
* Ability to manage the classroom and prepare audio-visual aids for the students
* Ability to prepare curriculum for the students
* Ability to train and teach the students for the next level of education
* Ability to utilize advanced methods of teaching and training the students.
* Proficient in the latest technologies and trends – Smart board Teaching.
* Preparing the lesson plans in computer software and teaching the students according to them.

**Educational Qualification**

**Post Graduate in Master of Business Administration (**H.R) in Madras University 2009 **Bachelor’s Degree in corporate secretary ship,** Guru Shree Shanthivijai Jain College, 2006.

**Certifications and Workshops**

**Advanced Diploma in Montessori Training St**. Mary’s Maria Montessori, kindergarten & Nursery Teacher Training School 2014

**IT Foundation & Tally** in Computer Applications 2007 Participated in workshops on Quality Circle Time (QCT) by Jenny Mosley. Participated in Organizational Behaviour training as a part of Academics. Participated in Storytelling Workshop as a part of Academics. Participated in Classroom management workshop as a part of Academics.

**WORKING EXPERIENCE**

* Worked as Nursery Teacher Full Time in the PSBB Millennium School, Chennai from June 2010 to Aug2011.
* Ravindra Bharathi Global School Full time Pre-Primary 2014 to 2015
* Sunshine Senior Secondary School 2015 Pre-Primary April to October
* Present Velammal New Gen School Medavakkam 2017-2018

**Extracurricular Activities**

Involved in various Cultural & Social activities being Sports Committee Member in College.

* Won numerous awards in Table Tennis.
* Participate in Aerobics & March past.

**RESPONSIBILITY IN CURRENT JOB**

* **Process owner of Notice board, Celebration, print out.**
* Mailing weekly planner, daily learning of the child to parents
* Maintains daily work done and Grooming in the class.

**PERSONAL INFORMATION**

**Languages Known:** English &Tamil, Telugu

**Date of Birth:** June 12, 1985

**Hobbies:** Art & Painting, quilling, jewelry making.

**Strengths:** Good analytical skills, strong communication & exemplary skill in the subject.