**N. REENA E-mail:** [reenaroshan8@gmail.com](mailto:reenaroshan8@gmail.com)  
Durai Raj Street, **Mobile:** +919952334822

Palavanthangal ,

Chennai.

**Career Objective:**

I look forward to a career that provides me an opportunity to continuously improve my knowledge and personality in challenging educational field. In the vow to meaningful contribution to the institution and society make great.

**Summary of Skills:**

* Over 3+ years of extensive experience in teaching and strong potential in the Education field.
* Impeccable analytical, organizational, and technical skills
* Demonstrated impressive verbal and written communication skills
* Outstanding abilities in teaching variety of computer science courses
* Remarkable abilities in working with Video Conferencing equipment
* Experience of software development and handling IT projects

**Technical Skills:**

* Web development: XHTML, HTML, CSS, JavaScript, Office Front-page, Macromedia Dreamweaver 8, and Abode Go Live
* Languages: C++, C, Java & PHP.
* Databases: Oracle and MYSQL
* Operating systems: Red Hat Linux, UNIX, Windows NT/95/98/2000/XP and Vista

**Work Experience:**

1. Working as a **Counselor in HCS career development Academy-[Hewlett Packard]**.

**Roles & Responsibility:**

* Career counselors may seek out potential clients by giving presentations on their services.
* They examine client records, conduct interviews and administer aptitude and achievement tests to gather information that assists them in helping clients choose careers.
* Use aptitude and achievement assessments, to help clients evaluate their interests, skills, and abilities.
* Designed computer graphics for courses in coordination with students.
* Coordinated with various companies and performed research for graphics.

1. Worked as a **Faculty & Admin Counselor** in **We Shine Academy** .

**Roles & Responsibility:**

* Initiated facilitated and moderated computer science related course discussions in accordance of curriculum
* Planned, designed and revised syllabi curriculum instruction content and other materials as required
* Provided student body with counsel and direct supervision in laboratory work and issues with course work
* Stayed abreast of advancements in computing technology programming and syntax
* Participated in outreach programs community development and civic works that enhanced the community and high school student interest in computer science and related topics
* Designed computer graphics for courses in coordination with students.
* Coordinated with various companies and performed research for graphics.
* Analysed student requirements and provided support as per requirement.
* Designed and implemented an efficient curriculum for an academic year.

1. Worked as a **Teacher** in **Sri. P. Muthaiyar Hr. Sec. School**, Panruti for 2 years**(2014&2015).**

**Roles & Responsibility:**

* + Introduced students to computer software and hardware
  + Demonstrated computer program step-by-step and assisted children in following it
  + Recommended the school board to purchase training equipment
  + Operated and maintained computer hardware and purchased new software
  + Taught five courses per semester and assigned passing students actual IT projects
* Prepared courses for each semester and ensured students scored higher grades in tests.

1. Worked as a **Lecturer** in **Anna Velankanni Polytechnic College**, Panruti for 6 months **(2013 to 2014 ).**

**Roles & Responsibility:**

* Planning, preparing, and delivering lessons included in computer science courses
* Assessing students strength and weakness and planning teaching instructions accordingly
* Developing and delivering lecturer in easy to understand way
* Researching and preparing teaching materials and demonstrating each logical steps in computer programming
* Assigning real IT projects and assessing and discussing students' work
* Making use of Video Conferencing System and providing instructions to overseas students

**Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | **Institute** | **University** | **Year of Passing** | **Grade Obtained** |
| **M.E. (CSE)** | Idhaya Engineering College for Women, China Salem | Anna University, Chennai. | 2017 | 8.60 |
| **B.E. (CSE)** | Sri Andal Alagar College for Engineering | Anna University, Chennai. | 2013 | 6.60 |

**Extra-Curricular Activities**

1. Participated in State Level Participation in Volleyball match.
2. Participated in District Level Ball Badminton &Throw ball,
3. Teaching all problematic subjects.

**Personal Profile:**

Gender : Female

Husband : A.Venkatesan

Date of Birth : 09.01.1990

Religion : Hindu

Marital Status : Married

Languages Known : Tamil & English

Date : Signature

Day :