

Skills

- Group and Individual Instruction
- Progress Reporting
- Student Evaluation
- Project Design
- Tutoring and Mentoring
- [Operating System] Knowledge
- IT Maintenance Master
- Lecture Facilitation
- Coding Understanding
- Java Certified Professional
- Microsoft Office
- Good Work Ethic
- Customer Service
- Training & Development
- Planning & Organizing
- Basic Math
- Computer Skills
- Data Management

Education And Training

08/2022  
**Bachelor Of Computer Applications:**  
Computer Programming  
**CPJ COLLEGE GGSIPU UNIVERSITY**  
NARELA NEW DELHI

- 7.2 GPA
- Honor Roll 3rd semester 01224202019
- Completed coursework in information technology programming language java oops python, etc

Languages

**Hindi:** First Language  
**English:** A2  
Elementary

SHIVAM KUMAR

Summary

Dedicated to student success and offering experience engaging individuals of different skill and ability levels. Applies personalized strategies to enhance student learning and increase performance against objectives. Excited to teach, train and motivate students. Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills.

Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to learn new concepts quickly.

Motivated high school student with a track record of academic excellence looking for part-time work. Intends to develop professional work experience utilizing excellent communication and time management skills.

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Experience

**DELHI PUBLIC SCHOOL - Computer Teacher**  
NEW DELHI, INDIA  
02/2022 - 01/2023

- Scheduled group and private tutoring sessions to assist students requiring extra help.
- Provided instruction on professional technology use and web etiquette.
- Assisted students with developing thesis topics by offering suggestions and contacting appropriate research sources.
- Facilitated computer lab sessions, supervising such tasks as penetration testing, coding and script creation.
- Taught internet safety tips and online etiquette.
- Instructed students on methods for streamlining work using available tips and tricks.
- Collaborated with other subject and grade-level teachers to build complementary educational frameworks for students.
- Built life-long learning skills and strong study habits in students to help each prepare for higher-level education.
- Created tests and assignments to assess student knowledge of presented coursework and lecture materials.
- Followed state and district requirements to prepare students for standardized testing.
- Participated in on-campus activities to support students outside of classroom.
- Built and expanded knowledge of IT trends by attending professional workshops, seminars and conferences.

- Completed coursework in information technology programming language java oops python, etc

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- Conducted student assessments to measure progress and growth.
- Collaborated with staff members on curriculum planning and incorporation of computers into different class lesson plans.
- Planned and led lessons on basic computer skills, keyboard techniques and internet use.
- Monitored student progress through frequent assessments of various computer tasks.
- Developed lectures addressing variety of computer science topics to engage and educate students.

### MARKETECH - Internship Student

NEW DELHI, INDIA

02/2022 - 10/2022

- Participated in research to support goals and objectives of employer and assigned team.
- Shadowed staff and learned advanced work.
- Developed and monitored social media content to create engagement and followers.
- Attended and participated in meetings and brainstorming sessions with team members.
- Sat in on meetings, took detailed notes and brainstormed with team members on ways to solve problems.
- Supported various program activities, assisting with administrative tasks.
- Worked well in team environment as well as independently.
- Helped staff members re-stock supplies and perform other administrative duties.
- Performed continuous assessments of network structure, business content filters and security firewalls.
- Organized information for use by team members in data analytics, reports and presentations.
- Authored technical papers and produced detailed reports.
- Developed production, test and beta websites using various software programs.
- Initiated efforts to migrate legacy applications to [Software] platform.
- Implemented system security and data assurance software solutions.
- Designed, developed and implemented firmware to support embedded system product concepts.
- Mentored newly hired employees, prepared for project tasks and trained on unfamiliar systems.
- Developed cross-platform activity feed for social network accounts.
- Recommended and executed plans to improve development tools and processes.