# Objectives

Bringing 6 years of **school administrator** experience, effective leadership, and decision-making skills, to provide leadership and sustain the vision of the **school**. Looking to obtain an **Educational Administration** position to use all my years of **school** Administrator experience to help uphold the vision and values of your organization.

# Experience

### From Oct 2019 – March 2021

## Designation – Administrative Coordinator,

## Company/School - The Atelier

## Website - <https://www.the-atelier.org/>

**Role:**

* First point of contact for parents seeking admission, and I was responsible for the entire admission process.
* Arranging and scheduling online walk through sessions and answering parents queries over the phone and email.
* Scheduling interviews, campus tour, fees collection, processing invoices and on-boarding.
* Maintaining a secure Database of student’s personal details (Data Protection act).
* Creating complex Excel spreadsheets which enabled a more efficient working day.
* Filing and scanning documents and creating an efficient way of locating files and documents.
* Ensuring that the school complies with the relevant government laws and regulations and advise the board members.
* Liaising with potential students, other institutions, government departments and external organizations.
* Purchasing equipment and other goods (Books, stationary, uniforms etc.).
* Managing staff recruitment training and management. Managed house-keeping staff’s and other staff’s scheduling, leaves salary etc.
* Managed logistics and scheduling of pickup and drops. Managed drivers and staff schedules and other paperwork.
* Arranging field trips for students.
* Maintain cleanliness and hygiene of the school premises.
* Managed the budget of all expenses. Managed record-keeping and reporting.
* Contributed in creating the school curriculum.
* Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects)

## From 2018 May to 2019 March

## Designation - Facilitator, Teacher

## Company/school – St Philomena’s academy

* Taught English Grammar and Spoken English for Primary and Middle School.
* Conducted Drawing, Arts and Crafts classes for Primary, Middle and High School.
* Organized various inter-school competition, including Quiz, Drawing and Painting and Sports events.
* Contributed towards organizing school cultural events, including annual day celebrations.
* Hosted events including Annual day and Sports Day.
* Organized and helped students with various road shows and inter-school events.
* Organized and helped students with awareness drives conducted in near-by villages (Educating the Girl Child, Swach Bharath Abhiyaan).

## From 2017-2018 March

## Designation – Teacher/Curriculum Head,

## Company/school – Mudpie Indian International Preschool and Day Care

* Attended training on Multiple Intelligence Curriculum.
* Provide/Explain lesson plans to teachers on a daily basis.
* Planned activities for children based on the multiple intelligence philosophy.
* Generated weekly material lists.
* Contributed in preparing monthly newsletters that was to be sent to all parents.
* Prepared daily reports and keep monthly tracker on 51 parameters for each child in the class.
* Hosted school annual days and other events.

# Education

### 1999-2002

## Course - Bachelor’s degree in Science (B.Sc).

## Institution - A.V.K. College for women, Davangere.

## 1997-1999

## Course - Pre-University College (PUC),

Institution - A.V.K. College for women, Davangere.

# Skills

* Excellent verbal and written communication skills. Well versed with regional languages like Kannada Tamil, and Hindi.
* Outstanding organizational ability.
* Problem solving and conflict resolution skills.
* Good judgement and decision-making aptitude.
* Good MS Office skills.
* Attention to detail.

# Hobbies/Interests

A self-taught artist. Drawing, Painting and Crafts are my ability. Recent passion is coffee painting and Mandala art. Have conducted few summer camps ( Drawing/Crafts ) for children.