

# PRATIBHA MISHRA SUBJECT MATTER EXPERT AND ACADEMIC COORDINATOR

- in https://www.linkedin.com/in/pratibha-mishra-9774a0167/
- pratibha1996mishra@gmail.com
- + 91 9148315126 , +91 8095192416
- C.V. Raman Nagar, Bengaluru, Karnataka

#### **PROFESSIONAL SUMMARY**

- Highly dedicated and experienced professional with a strong passion for education, seeking a role in teaching and academic coordination.
- Skilled in providing effective instruction and comprehensive academic support, as well as coordinating and implementing educational programs.
- Proven ability to foster student success and create a conducive learning environment.
- Excellent communication, organizational, and interpersonal skills enable seamless collaboration with students, faculty, and administrators.
- Adept at curriculum development, student assessment, and program coordination.

#### **RELEVANT SKILLS:**

- EXCELLENT COMMUNICATION AND NEGOTIATION
- GREAT ANALYTICAL AND INTERPERSONAL SKILLS
- HIGHLY FOCUSED, DETERMINED AND A QUICK LEARNER
- HIGHLY RESPONSIBLE, DEDICATED AND COMMITTED
- GREAT MOTIVATOR, A GOOD TEAM LEADER AND TEAM PLAYER
- KNOWLEDGEABLE IN CONTENT MANAGEMENT AND COORDINATION
- GOOD AT RESOURCE AND VENDOR MANAGEMENT

#### **WORK EXPERIENCE**

Subject Matter Expert (Full time)
Greater Than Eductaion Technologies(GTET)
(A NARAYANA GROUP ENTERPRISE)
Bengaluru, Karnataka

June 2022 to April 2023 (10 months)

#### **ROLES AND RESPONSIBILITIES**

- Creation of research reports by understanding the competitive analysis and documentation for various Edtech applications like Byju's, Vedantu, Tutorix, Embibe etc.,
- Creation of presenter led educational video content by collaborating with the entire team of mathematics inlcluding team lead, product lead, academic head, creative script writers, pre production and media team catering to the nlearn app and CMS (content management system) tool for students of Narayana group from Grade 1-10 based on CBSE, AP/TS and TN curriculum.
- Performing the quality control check on the post processed educational videos from third party vendors and reporting errors.
- Creation of assessment worksheets and arranging the questions according to the Bloom's level of taxonomy.

### Academic Coordinator (Full time) INFINITE MINDZ

#### Bengaluru, Karnataka

April 2020 to May 2022 (2 years 1 month)

#### **ROLES AND RESPONSIBILITIES**

- Program Coordination
- Student support and guidance
- Faculty Collaboration and Support
- Record-Keeping and Documentation
- Professional Development
- Online and offline class delivery for grade 6 to 10 for CBSE, ICSE and IGCSE/Cambridge curriculum.

## Academic Specialist(Part - time) BYJUS(THINK AND LEARN PVT. LTD.) Bengaluru, Karnataka

December 2021 to April 2022 (5 months)

#### **ROLES AND RESPONSIBILITIES**

- Interacting and understanding the student's perspective along with delivering and teaching the lesson plans on the basis of their academic purpose from grades 4 to 10, through the online method for Mathematics and Science.
- Using bilingual methods of teaching (English and Hindi), to abide by the latest academic syllabuses of CBSE, State Boards and ICSE through the portal provided by the Byjus which was popularly known as NEO Platform.

#### **EDUCATION HISTORY**

IPGDM(General Management) Correspondance(through UpGrad) **IMT GHAZIABAD 2022 - 2023** 

B.E.(Civil)

Regular

NEW HORIZON COLLEGE OF ENGINEERING(VTU) 2013 -

HSC/PUC/12th (CBSE) KENDRIYA VIDYALAYA 2012- 2013

SSLC/10th (CBSE) KENDRIYA VIDYALAYA 2010-2011



#### CERTIFICATIONS

I have completed my teacher training certification for courses like public speaking and theatre speech and drama from KAFQA Academy. Here, is the link to my certification for the same : https://drive.google.com/file/d/1y411AtmeV0vyut8\_H-2\_DDsHa5klL9LO/view?usp=sharing

#### **SOFTWARE TOOLS:**

#### **GOOD WORKING KNOWLEDGE OF:**

MS OFFICE TOOLS LIKE -:

- MS WORD
- MS POWERPOINT
- MS EXCEL(FUNCTIONS LIKE AVERAGE, SUM, SORT, IF, COUNT, VLOOKUP AND HLOOKUP),
- · MS OUTLOOK,
- MS ONE DRIVE,
- MS ONENOTE

#### **GOOGLE WORKSPACE TOOLS LIKE -:**

- GOOGLE DOCS
- GOOGLE SLIDES
- GOOGLE SHEETS
- GOOGLE DRIVE
- GOOGLE FORMS

#### **PERSONAL SNIPPET**

**DATE OF BIRTH: 18/03/1996** 

**MARITAL STATUS: UNMARRIED/SINGLE** 

**NATIONALITY: INDIAN** 

Languages - English, Hindi, Sanskrit, Maithili

Interests - Painting, Photography, Dancing, Voice over,

Reading classics, Listening to music and audiobooks, Enacting,

and Story writing.

#### Coding Instructor(Freelance) WHITEHAT EDUCATION TECHNOLOGIES PVT LTD.

Bengaluru, Karnataka

August 2020 to November 2021 (1 year 3 months)

#### **ROLES AND RESPONSIBILITIES**

- As a coding instructor, the online classes related to coding concepts were delivered using Google's Block based programming language called Blockly on the platforms like Code.org , Thunkable , Firebase for the students aged 6 to 14 years so that they can create their own animations, games, applications and websites etc., across the globe.
- The online classes were delivered for the 'Create with math' platform, so that the students can create a project out of the mathematical concepts taught from grade 1 to grade 8 irrespective of the curriculum across the globe.

#### Team Lead - Talent Acquisition(Full time) Trysol Global Services Pvt Ltd. Bengaluru, Karnataka

May 2019 to December 2019 (7 months)

#### **ROLES AND RESPONSIBILITIES**

- Recruiting and Staffing of potential resources for requirements of Software Developers, QA testers, SAP consultants(functional and technical modules) for Permanent, Contract and Walk-in drives hiring from the entry/junior and senior level positions using job portals like Naukri, Monster, Instahyre, LinkedIn, conducting employee referral programs and the social media platforms like Facebook, Instagram, Twitter.
- · Negotiating, Convincing and Onboarding of employees for an end to end recruitment life-cycle.
- Monitoring and leading a team of experienced IT recruiters and freshers to achieve the target oriented goals for both individual and the team.