



GARIMA VERMA

(Spanish Teacher/Translator)

+91- 9654595476

garimaverma2say@gmail.com

New Delhi, India

Preferred Location : Delhi, NCR

LinkedIn: [linkedin.com/in/garimaverma2say](https://www.linkedin.com/in/garimaverma2say)

Looking for a challenging and responsible opportunity, explore strengths and potentials in a professional organization where I will be able to utilize my strong technical skills and ability to work well with people which will allow me to grow personally and professionally.



PROFILE SUMMARY

- Dedicated, resourceful and goal -driver professional educator with a solid commitment to the social and academic growth and development of every child.
- An accommodating and versatile individual with the talent to develop inspiring hands on lesson that will capture child imagination and breed success.
- Aptitude to remain flexible, ensuring that every child's learning styles and abilities are addressed.
- Experienced in developing curriculum as well as conducting training and parenting programs.
- Committed to professional ethics standards of practice and the care and education of young children.
- Create a cooperative community in the classroom; model for students the importance of mutual respect.
- Provide translation services as needed by corporate client.



CORE COMPETENCIES

Communication Skills

Classroom Management

Assessment and Coaching

Collaboration and Teamwork

Flexibility and Adaptability

Copywriting communication



WORK EXPERIENCE

Nov'21 to Till Date : K8 School, New Delhi, India (Spanish Teacher-Full time)

Key Deliverables:

- Teaching students from grade KG till VIIIth.
- Design classroom curriculum plan focused on age and level.
- Developed and conducted oral and written classroom assessments along with maintenance of accurate records and grades for all students.
- Participate in all staff and department meeting.

- ▶ Actively involved in parents meet to discuss the growth path of students.

May'21 to Till Date : Embassy Language Studio, India (Spanish Trainer-Freelancer)

Key Deliverables:

- ▶ Preparation of classroom curriculum for entire course.
- ▶ Scheduling and preparing students for oral and written examination.
- ▶ Maintained communication with parents and administrators regarding student progress and issues.

Dec'20 to March'22 : The Big Ben Language School, Noida, India (Spanish Trainer-Freelancer)

Key Deliverables:

- ▶ Designed the material and create lessons plans focus on age, aimed to teach Spanish grammar, conversation and vocabulary.
- ▶ Maintain accurate records and grades for students.
- ▶ Prepare the papers and exam, maintained the communication with parents and administrators of the academy.

Sep'21 to Feb'22 : Yuyan Language, India (Spanish Trainer-Freelancer)

Key Deliverables:

- ▶ Plan and organize the activities that encourage student participation and involvement.
- ▶ Prepare course material such as daily plan and handouts.
- ▶ Prepare grade tests and assignments to evaluate student's progress.
- ▶ Perform other duties as assigned. Privately tutored students upon request.

Dec'19 –Feb'22 : Rising Beavers Academy (Spanish Trainer-Freelancer)

Key Deliverables:

- ▶ Teach Spanish courses to all age group offline and online. Provide notes of complete lecture.
- ▶ Create new and interesting ways to make it easier to practice verbal skills and a more fun to learn the language.

June'20 –Dec'21 : Elan Academy, India (Spanish Trainer-Freelancer)

Key Deliverables:

- ▶ Train at different levels to all age group to students, businessmen, employees who plan to shift their residence to Spain or Latin American countries or for business purpose.
- ▶ Provide exercises to help to learn and review vocabulary effectively.

Aug'19 to Dec'19 : SRP Digital Service, India (Spanish Language Expert-Translator/Interpreter-Full time)

Key Deliverables:

- ▶ The verbal communication and delivering the message in English and Spanish. Read and Write the documents in Spanish.
- ▶ Serves the International call to the customers by selling the product and meeting the customer need.

July'10 to Feb'18 : Top Travel &Tour Private Limited, (Senior Executive, India-Full time)

Key Deliverables:

- ▶ Compute cost of travel and accommodation and quotes to customer. Plan, describe, arrange and sell itinerary tour packages and promotional travel incentives.
- ▶ Book Transportation and hotel reservations, using computer terminal or telephone.

EDUCATION

- ▶ B.ED second year, Maharshi Dayanand University (2023-Present)
- ▶ 03 Year Diploma of Foreign Spanish Language, (B1.3 Certified) Institute Cervantes (2019)
- ▶ Post Graduated in MBA-Marketing, Sikkim Manipal University (2015)
- ▶ Graduated in BCOM, Delhi University (2012)
- ▶ 01 Year Diploma of Secretarial Practice, YWCA (2010)

PERSONAL DETAILS

Date of Birth: 24th August, 1991
Languages Known: Spanish, English, Hindi
Address: GH -4/171, Meera Apartments Paschim Vihar New Delhi -110063, India