**NEHA JAIN**

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**PROFESSIONAL SUMMARY**

Instrumental and Creative **Educator** and Instructional Designer offering eight years of experience in technology integration and designing Lesson Plans and Unit Plans in Advanced Biology, Pedagogy of Biological Sciences, Curriculum Management, Learning and Teaching. Specialist in delivery and design to develop value-added programs that accomplish instructional objectives. Personable leader in getting insights on educational needs. Expert in leading multiple teams while coordinating with subject matter professionals. **I hold a Certification in Instructional Design** with a talent for Designing Courses in a learning management system platform and e-learning authoring tools.

**SKILLS**

* Curriculum implementation
* Team member development
* Articulate Storyline, Storyboarding
* Communications (Team Building)
* MS Office, Teams, Zoom, LMS (Blackboard)
* Course material development
* Design lesson plans and Unit plans via ppts and videos with VO
* Work on course efficiency
* E-Learning Animations (Course Design, building and implementation)

**EXPERIENCE**

**Virtual Instructional Designer since December 2022 at Ladder Media**

* Working with Project Managers and SMEs to ensure the planning and Delivery of E-Learning courses.
* Review storyboards for video development/animations. Sync of OST with VO.
* Use Instructional Design principles to script, storyboard and deploy effective e-learning.
* Instruct the GDs (Graphic Designers) to extract/create your desired assets.
* Guide other SMEs to improve content accuracy, language (English usage, appropriate English sentence structure) and overall quality of the solution content for use by students.
* Working with the ADDIE model.
* Active usage of Microsoft Office for lesson plans and unit plans.

**Virtual Freelancer-Online tutor and SME for Advanced Biology Content and Solutions at** [**https://www.chegg.com/tutors**](https://www.chegg.com/tutors) **at live projects** since April 2020 to present.

* Facilitating Knowledge Learning Theories and Pedagogical Practices in Biology and Education with LMS.
* Structuring the contents of different grades for Biological Sciences using tools like PowerPoint and word.

**Assistant Professor/ College Instructor**, Pedagogy of Education and Biological Sciences at Bhartiyam College of Education, M.D. University, Rohtak, Haryana, India from 30 August 2017-Present

* Planned, organised, and facilitated instruction using effective and innovative methods, techniques, and strategies in the teaching process and adult learners' learning, ensuring the instructional objectives.
* Explore new ways of integrating technology into Education using digital classrooms, digital Google jam boards and pens.
* Developed and improved curricula, course formats and lesson presentations for different topics.
* Conduct in-depth research to write, edit and produce professional training materials.
* Active usage of Microsoft Office for lesson plans and unit plans.

**Assistant Professor/ Instructor** at Rao Mohar Singh College of Education, Gurgaon, Haryana, India, from 7 Nov 2016 to 29 August 2017

* Identify valuable online resources along with the utilisation of multiple teaching styles, including constructivist, behaviourist and to meet the needs of the learners
* Grade papers and tests, giving detailed feedback.
* Assess, supervise, and mentor the teaching progression in learners.
* Active usage of Microsoft Office for lesson plans and unit plans.

**Assistant Professor** **/Instructor** at Aggarwal College of Education, Faridabad, Haryana, India from 25 August 2014 to 05 Nov 2016

* Taught courses on Pedagogy and Teaching and Learning
* Dispersed, collected, and graded all assignments, including papers, quizzes, and tests.
* Head of Cultural and Co- cultural activities such as National Festivals of Independence Day and Republic Day and In charge of Bulletin boards and hoot boards.
* Active usage of Microsoft Office for lesson plans and unit plans.

**EDUCATION, CERTIFICATION AND TRAINING**

* Certification from Udemy **in Instructional Design for E-Learning (2022).**
* Certification fromLinkedIn Learning **in Articulate Storyline Essential Training (2023)**
* **Diploma in Creative Writing in English - (2018-19)** from IGNOU, New Delhi, India.
* National Eligibility Test in Education Lectureship - (2013) from University Grants Commission - 65%
* Masters in Education - (2012-2013) from Shiv College of Education, Affiliated to MD University, Haryana - 74%
* Masters in Botany - (2005-2007) from Annamalai University, Tamil Nadu, India - 69%
* Bachelors in Education - (2007-2008) from Lingaya’s College of Education, affiliated to MD University, Haryana, India - 78%
* Bachelors in Medical Science - (2002- 2005) from KL Mehta Dayanand College, Affiliated to MD University, Haryana, India - 60%
* Higher Secondary - (2002) from Central Board of Secondary Education, New Delhi - 67%
* Secondary - (2000 ) from Central Board of Secondary Education, New Delhi (78%)