

Nidhi Bhardwaj

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PROFESSIONAL SUMMARY

To obtain a position in an organization that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

SKILLS

- Microsoft Outlook
- Management
- Computers
- Communication
- Microsoft Office
- Trainer
- Educator

EXPERIENCE

English as an Additional Language Specialist
Lancers International School in Gurgaon

07/2016 to Present
Gurugram, HR

- Created and taught relevant English lessons to foreign language students focusing on building fluency.
- Assessed progress of students to ensure success of language program.
- Developed reading, writing, speaking and listening skills in students aged 10-18
- Developed curriculum, including lectures, reading materials, and assessments; improved students' classroom performance with one-on-one tutoring.
- Attended weekly grade level meetings and contributed to the discussion, as well as offered additional supplemental materials.
- Introduced innovative lesson plans and teaching tools that increased student interest collectively.
- Organised & facilitated monthly multicultural events & programs by theme and conducted workshops and competitions for students.
- Attended workshops on overall grooming and curriculum planning.

Soft Skills and Management skills Trainer
Freelance

02/2016 to 01/2017
New Delhi, DL

- Worked as a Part Time Trainer and Freelance Trainer
- Inculcated the qualities that includes communicative skills, listening skills, team skills, leadership quality and creativity.
- To make decision, alertness, assertiveness, attention to details, calmness, commitment, cooperation, emotional stability, empathy, flexibility, generosity, tolerance, self-confidence and self-control.

Academic In charge of English and Educator
Manav Sthali School

08/2014 to 12/2015
New Delhi, DL

- Working on CBSE International curriculum

- As an Academic In charge of English.
- Compilation of Lesson Plans and adding new activities.
- Establishing educational standards and developing policies for the curriculum.
- Attended workshops on overall grooming and curriculum planning.

HRT and Grade Level Head

08/2013 to 08/2014

Amity International School

New Delhi, DL

- Working as a HRT and Grade Level.
- Establishing educational standards and developing policies.
- Making presentations for Inter school competitions.
- Preparation of questionnaires for quiz & other competitions
- Attending workshops on overall grooming and curricular planning.
- Updating & maintenance of school related records..
- Tracking & Monitoring student progress and providing solutions to top most issues and concerns
- Reviewing educational directives with faculty, staff and parents
- Writing instructional pieces describing the program
- Maintenance of weekly report.

EDUCATION

Master's: Public Administration

2012

Jamia Millia Islamia

New Delhi, DL

Bachelor's: Arts

2010

Delhi University

New Delhi, DL

Senior Secondary

2007

CBSE

Delhi

ACCOMPLISHMENTS

• IB Professional Development

Attended the online workshop – Investigating inquiry – Category 3

• IB Professional Development

Attended the workshop - Making the PYP Happen – Category 1

• Advance Excel and Word

• British Council – Ciptet

Successfully completed the course in English Language Teaching.

• Wellbeing and Resilience at work - Online

Future Learn Certification - University of Leeds

• Teaching Phonics in Early childhood - Online

Future Learn Certification – Queensland University of Technology

• Apple Teacher

• News Services Division, All India Radio, Delhi

Successfully completed three weeks of training in different aspects of news gathering and news production including editing, reporting and compiling of news bulletins.

• International Film Festival, 2009, Goa

Attended IFF as a Delegate representing College for about 2 weeks.

Witnessed screening of more than 15 movies during 10 days of the fest.

- **Delhi University**

Have anchored various shows and concerts organized during College Fests and prepared documentary on poverty as part of college documentary.

ADDITIONAL INFORMATION

Date of Birth: 5th July, 1989

Interest: Listening to music, Travelling & Reading Books

Languages: English & Hindi