

Meena Ramaswamy

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Education and Training

- Presently pursuing Accelerated ECE Diploma at Seneca (Graduating December 15, 2018)
- Bachelor's Degree in Science, Bangalore University, India (Evaluated by WES)
- Bachelor's Degree in Education, Bangalore University, India (Evaluated by WES)
- Child Minding, Four Villages Community Center, Toronto ON - APRIL 2014
- Food Handler, BASIC Level Food Safety Training - March 2014 – March 2019
- CPR, Level C, Canadian Red Cross, Toronto - June 2013 – Present
- Training Program in Counseling of emotional problems and Guidance, Center for Counseling and Guidance
- Behavior Management System Training, TDSB
- Mental Health and Child Abuse, TDSB

Work Experience

Student Teacher – Full Day Kindergarten Program at Toronto District School Board - Forest Manor School – October 2108 to Present

- Using Anecdotal and running record for observation and documenting children learning experience
- Used Google Keep in iPad observing children learning experiences
- Communicate with parents very frequently
- Document children learning experiences to assist a Teacher in JK and SK classes for writing report cards
- As Student Teacher, it is my initiative to bring discipline to children during transitions and implemented appropriate strategies during transitions
- Professional behavior and always respect all staff
- Consistency in helping children solve problem and providing strategies for self-regulation

Education Assistant – Hollywood All Stars Child Care Center

- Plan and provide education to children in Kindergarten sections (full strength of 25 children in a section)

- Observe and monitor development of children and their learning needs
- Monitor and assess development of each child and their strength and weakness
- Share and communicate observations with children parents and class teachers
- Very keen in completing all duties assigned to me by principal with respect to JK and SK extended day programs
- As Education Assistance use positive stories and communicate with children to guide them in the development of self-help in eating dressing and toileting
- Plan provocations with loose parts and created learning opportunities based on children interest
- Encourage healthy nutrition during snack time with learning and productive conversations
- Facilitate physical activities both indoor and outdoor and motivated children participated in them

Lunchroom Supervisor - TDSB - Forest Manor Public School 2014 – Present

- Oversee 25 – 30 children during lunch time, support transitions to move outside and in school yard
- Assist children in dressing and organizing individual belongings to improve their self-care skills
- Assist children in their reading at free time
- During Indoor lunch-room, organize children in play-activities, including puzzle solving, story-telling, play with blocks
- Update report on a daily basis on children regarding their indoor & outdoor activities
- Communicate with staff member to ensure the lunch hour run smoothly
- Report students' progress to teachers and parents, maintain effective communication
- Tidy up the room after lunch with staff member to ensure the neat and clean environment

Student Placement at Toddlers Room at Court leigh Child Care Center

- Always positioned in the classroom to scan whole group while working with small group
- Promoted hygiene and assisted in sanitizing
- Implemented appropriate strategies during transitions
- Identified emotional queues of child and responded accordingly

Educare Staffing agency

February - July2016

Early childhood assistant- Supply

- Has worked in different TDSB childcare centers with different age groups.

- Highly skilled in observing children's developmental needs
- Well-versed in managing the needs of children with diverse backgrounds
- Particularly effective in maintaining personal hygiene of children
- Demonstrated ability to exercise patience all times
- Hands on experience in ensuring a safe environment for infants and toddlers
- Excellent ability to provide ease and comfort to children
- Proven record of independently monitoring and supervising children
- Adept at maintaining an interactive atmosphere at all times
- Long-term interest in managing physical and social development of children
- Know-how of methodologies used to teach preschool age group
- Excellent communication and interpersonal skills

Assistant, Project HEAL and Citizenship Workshop

2013

Agincourt Community Services Association, Toronto ON

- Helped new clients filling intake forms for registration and enrollment process
- Maintained and improved training material, distributed to participants
- Over all helped organizers in conducting workshops
- Co-Facilitated Healthy Eating and Active Living (H.E.A.L) workshops to newcomers

After School Homework Assistant

2012 - 2013

Heritage Skills and Development Centre, Toronto ON

- Supported children in after school to read English properly
- Planned and prepared activities and worksheets based on learning objectives
- Provided nutritional food by involving kids in physical and mental activities
- Prepared structured lesson-plans for each class

Teaching Assistant

2012-2015

Organization of Canadian Tamils with Disabilities, Toronto ON

- Conducted one to one student handling of children with special needs
- Delivered work-shops to help parents gain understanding kids' learning desires
- Planned and prepared activities on creative as well as academics
- Provided assistance to increase children's self-reliance; improve and gain new recreation and leisure skills to enhance overall well-being and quality of life
- Conducted counseling sessions for parents and kids in developing physical and mental development plans

Language Instructor (Volunteer)

South Asian Women's Right Organization, Toronto ON

- Teach English grammar and support women to build vocabulary capacity
- Improved students' conversational skills by using mock sessions and storytelling

Related Skills and Abilities

- More than 10 years of experience in elementary sector, proven ability in working in a wide range of children, including children with disabilities and special needs to achieve their academic goals.
- In the process of completing Accelerating ECE from Seneca College (Completing in December 2018)
- Bachelor 's Degree in Education and Science; Certified in CPR, Food Handling, Child Minding, Mental Health and Child Abuse and BMS
- Capable and experienced in creating effective curriculum and teaching plans based on academic guidelines and individual child's learning needs
- Effective leadership skill to organize and implement various in class activities to attract students' interests and boost students' learning progress
- Excellent interpersonal skills and communication skills in delivering open communication with children and their parents to ensure the understanding of materials
- Skilled in monitoring and tracking all kinds of cognitive development for effective early learning goal
- Involved in Problem-Solution process and suggested best suited solutions in Council Meetings
- Quick learner, hardworking, reliable and professional team player with effective organizational and time management skills to meet tight deadlines to achieve team goals
- Updated latest vulnerable police reference check.
- Latest immunization and First aid certificate

Why I am suitable to Teaching Staff as ECE at Ottawa Carlton District School Board

I am highly interested in Early Childhood Educator position where my educational qualification and my experience matches.

- My skills are highly developed through my 10+ years' experience in the areas o of teaching. I have great counseling and planning skills in working with children to develop individualized teaching plans based on their unique learning needs. I have strong leadership skill to involve all the children in class to participate in learning activities to improve their academic knowledge and achieve their learning goals.

- I also have excellent communication skills in working with children and their parents. I listen to children carefully to identify their needs and concerns, provide appropriate solutions to fulfill their needs. I keep open communication with their parents to inform their kids' progress at school. On the other hand, I also maintain effective communication with staff members and willing to help all the time.
- My enthusiasm, perseverance and continuously willingness to learn attitude will assist me to be successful in my career and made an excellent asset to your organization. I highly appreciate an interview opportunity to further discuss how my skills and qualifications could benefit your organization.
- The great passion of working in the Early Childhood Education field has developed my skills strongly and will encourage me to working toward higher standards to provide continuous improvement in the field.