

# Anuradha P S

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## Professional Summary

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- ≈ A result oriented professional with 5+ years of comprehensive experience in child care and teaching.
- ≈ Presently working with Velammal New Gen School as Pre Primary and Primary HRE (Scholastics Facilitator)
- ≈ Friendly and energetic teacher with all the three departments of Early childhood, Pre-Primary and Primary education experience with loads of motivation to help children become Happy, Healthy and Well-behaved.
- ≈ I as a Teacher recognize that the first few years of a child's life are highly formative and influential so I have adopted a nurturing and encouraging approach to child guidance.
- ≈ I am a Teacher because I enjoy helping others find success. I want my students to experience meaningful, interesting learning that applies to their lives.
- ≈ As an experienced teacher I develop lesson plans, Session plan, Video lessons with voice for the upcoming weeks and months with a child's biological, cognitive and socio-emotional processes in mind.
- ≈ Few years of experience has taught me that activity based learning is definitely more interesting, more interactive and entertaining. I strongly feel that humor in the teaching is the most efficient tool which can make teaching and learning an interesting experience
- ≈ A thorough self-starting professional with excellent communication skills, proactive attitude, capable of working with minimal supervision.
- ≈ Highly proficient in MS Office applications such as MS word, MS Excel and MS Power point and using internet tools such as ZOOM, GMeet, Blackboard, JamBoard, Live Boards, White board, Google slides for creation of online contents and using GForms to create online test with immediate results for both children and School.
- ≈ I have experience in administrative support tasks such as fee collection, follow up on new admission enquiry and converting enquiry to admission

## Skills

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| ≈ Certified Pre Primary Teacher                                      | Theme planning  |
| ≈ Trained in Musical Bonding   | Basic clerical knowledge                              |
| ≈ Creative activities  | Head start programs                                   |
| ≈ Puppet shows   | Curriculum Development                                |
| ≈ Story telling/ Story creating                                      | Creating concepts for academic and scholastic support |
| ≈ Creating Invitations for all types of competitions and programmes. |   |

## Employment Record

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*Velammal New Gen Schools, Madhavaram*

*March/2016 - Till date*

### Pre Primary and Primary Educator

- ≈ Nurtured a supportive learning environment that was often used as a model for other classrooms.
- ≈ Supervised students and enforced discipline during all Head Start activities.
- ≈ Conducted Activity classes.
- ≈ English conversation and worksheets.
- ≈ Creative activities Puppet shows, Theme planning, Storytelling, Dramatizations.
- ≈ I have helped in preparing school newsletters, E-invitation card, E-Competition invitation and face book videos and also content writer for the book plan or formation for school.

### Kinder Garden Educator

- ≈ As a teacher was part of the school magazine planning.
- ≈ Conducted school assemblies efficiently.
- ≈ Designed computer presentations for the culminating activities in school.
- ≈ Planning of creative activates for special days.
- ≈ Imparted educational experience in a play way method of teaching.

## Key Daily Responsibilities

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### Parents Association

- ≈ Engage in regular communication with the Parents both orally and written on the progress of the ward and provide feedback to improve the performance of the child.

### Circle Time

- ≈ Introduction of that week and that day program to the child in a very interactive manner to engage and encourage the participation of children.

### Gross and Fine Motor Activity

- ≈ Outdoor play related to a theme like an animal, transport etc
- ≈ Using of hands and thinking activity with models, toys, clay etc

### Language Training

- ≈ Tamil and Hindi alphabets and basic are taught in an interactive way

### Art and Craft

- ≈ Origami and other creative use of things to make crafts
- ≈ Drawing and coloring
- ≈ Clay modelling

### Other Learning Activities

- ≈ Do it yourself (DIY) activities
- ≈ Project based Learning activities

### Syllabus Learning

- ≈ Teaching all other aspects included in the syllabus of Kinder Garden

## Academia

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- ≈ Diploma in Elementary Education from NIOS

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### Languages

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- ≈ Tamil – Read, Write and Speak fluently
- ≈ English – Read, Write and Speak fluently
- ≈ Hindi – Read, Write and can communicate

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### Training Programs

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- ≈ Completed Early Childhood Education program
- ≈ Completed Rastriyabhasha in Hindi.
- ≈ 1-year computer training program from NIIT.

Date :

Place :

Anuradha P S