

Prerna Munoth

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Harvard and Teach for India alumna with a drive to leverage technology to design learning environments and enhance learning experiences for a variety of audiences and delivery modes.

EDUCATION

Harvard Graduate School of Education, Cambridge, MA Sep 2019 – May 2020
Master of Education - Learning and Teaching GPA:
4.00/4.00

Stella Maris College, Chennai, India Jun 2010 – Apr 2013
Bachelor of Commerce GPA: 3.50/4.00

WORK EXPERIENCE

Online Learning Fellow, Teaching & Learning Lab - Harvard GSE, Cambridge, MA Jul 2020 – Present
The Teaching and Learning Lab supports and develops innovative and effective approaches to teaching and learning at Harvard GSE.

- Assisted the learning design team to develop synchronous and asynchronous components for 6 tent-pole courses.
- Created and copy-edited design documents and course templates for course creation on Canvas.
- Co-led design sprints which included needs-analysis, creating prototypes, and collecting user-feedback to re-design the course and assignment structure and improve flexibility of the course with respect to time
- Collaborated with Project Managers, Learning Technologists to craft production documents for courses.
- Conducted user testing on various aspects of the course (time estimates, community building, assignments) to make informed design decisions on numerous courses.

Virtual Learning and Curriculum Design Intern, The Opportunity Network, NY Jul 2020 – Oct 2020
The Opportunity Network works with underrepresented students to create paths to and through college and into thriving careers.

- Designed 8+ interactive e-learning lessons using e-learning tools such as Rise 360 for young adults.
- Assisted the curriculum design team to edit existing lessons to make them engaging and interactive for students.
- Conducted quality assurance on the features of SAP LITMOS LMS “UnInterrupted” and other training material to enable sustained learning among students.

Curriculum and Virtual Instructional Design Lead, NotchUp; New Delhi, India May 2020 – Aug 2020
Curriculum Design and Instruction Lead Apr 2019 – Sep 2019
Education start-up offering online classes on coding and communication for elementary and middle school students.

- Led the Curriculum design and development of the “Communicating Effectively in English” for 1000+ ESL elementary and middle school students using reality based scenarios and interactives.
- Improved the virtual student experience by designing and developing a highly interactive course-curriculum which incorporated video, audio and interactive knowledge checks in collaboration with management and administration.
- Facilitated live sessions for over 100+ students on various topics using Zoom and other e-learning tools.
- Formulated assessment rubrics, instructor evaluations, material analyses and revisions, data review, collation, and comparative analyses.

Academic and Senior Career Consultant- EduCoach Services; New Delhi, India Mar 2018 – Apr 2019
Niche career-counseling start-up, which guides students to make career choices and facilitates professional development.

- Delivered 200+ in-person and virtual career counseling sessions to facilitate college and career readiness using career and post-secondary development theories.

- Led in 10+ in-person and virtual career development workshops focussing on career and resume preparation, creative job search strategies and interview techniques.
- Crafted an overall training plan focussing on application assistance and career guidance aimed at client success.

Assistant Manager (Product Development)- Inverted Prism; New Delhi, India Mar 2017 – Feb 2018

Early-stage startup which facilitates career exploration among school students through education-based travel programs.

- Developed international travel-based career exploratory programs for 20 schools, impacting over 1100 students.
- Co-ordinated with SMEs to create training materials to assist sales and marketing efforts in winning new business.

Program Manager- Alohomora; New Delhi, India Jul 2016 – Feb 2017

Not-for-profit working on student leadership from low-income communities through its 21st-century skill development programs.

- Designed the pilot digital literacy and skill-building curriculum to equip 300+ ESL school students to develop their leadership skills and facilitate their career readiness.
- Created detailed coaching programs for ESL teachers, which include focused goals and measures of success to drive learning cycles and supported students' achievement of goals and identity development.

Fellow-Teach for India; Chennai, India May 2014 – Apr 2016

Not-for-profit that recruits college graduates to serve as full-time teacher leaders in low-income schools to bridge the education inequity gap.

- Created and executed integrated lessons for ESL learners to achieve 1.5 years of growth in comprehension.
- Appointed as school lead (2015-16) to organize community campaigns that increased student enrolment by 20%.

PROJECTS

Curriculum Design at Y-Labs; Palo Alto, California July 2020

- Worked with the curriculum design team to craft a summer program focused on “Social entrepreneurship.” Specifically, I designed course content based on Design Thinking and Human Centered Design.

Learning Design at Envoys; Cambridge, Massachusetts Sep 2019- Mar 2020

- Collaborated with subject matter experts to re-design e-learning content for 20+ courses on Canvas, LMS. I also worked on evaluating the educational quality of training and providing executional feedback on the instructional media.

TECHNICAL SKILLS

- Curriculum design, Instructional design, Facilitation, Coaching
- E-learning tools: Canvas, Litmos, Google Classroom, PollEv, Kahoot!, Balsamiq; Authoring tools: Rise 360, Articulate 360, Vyond, Adobe Captivate; ID theories: ADDIE, SAM
- Microsoft Office and Google Suite & Programming Language: HTML, CSS & R
- Languages: English, Hindi, Tamil, Marwari, and French.