

# 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.

## EDUCATION

<b>Harvard Graduate School of Education, Cambridge, MA</b> Master of Education - Learning and Teaching	Sep 2019 – May 2020 GPA: 4.00/4.00
<b>Stella Maris College, Chennai, India</b> Bachelor of Commerce	Jun 2010 – Apr 2013 GPA: 3.50/4.00

## WORK EXPERIENCE

<b>Online Learning Fellow</b> , Teaching & Learning Lab - Harvard GSE, Cambridge, MA <i>The Teaching and Learning Lab supports and develops innovative and effective approaches to teaching and learning at Harvard GSE.</i> <ul style="list-style-type: none"><li>Assisted the learning design team to develop synchronous and asynchronous components for 6 tent-pole courses.</li><li>Created and copy-edited design documents and course templates for course creation on Canvas.</li><li>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</li><li>Collaborates with Project Managers, Learning Technologists to create production documents for courses.</li><li>Conducted user testing on various aspects of the course (time estimates, community building, assignments) to make informed design decisions on numerous courses.</li></ul>	Jul 2020 – Present
<b>Co-Founder</b> , Classroom in a Box, India <i>Classroom in a box is a social enterprise focusing on improving student outcomes through teacher empowerment</i> <ul style="list-style-type: none"><li>Built and managed a team of interns to design the pilot program of our organization.</li><li>Conducted extensive market analysis, and connected to subject matter experts to establish organization roadmap and strategy.</li></ul>	Jun 2020 – Present
<b>Virtual Learning and Curriculum Design Intern</b> , The Opportunity Network, NY <i>The Opportunity Network works with underrepresented students to create paths to and through college and into thriving careers.</i> <ul style="list-style-type: none"><li>Created interactive e-learning lessons using e-learning tools such as Rise 360 for high-school and college students.</li><li>Assisted the curriculum design team to edit existing lessons to make them engaging and interactive for students.</li><li>Conducted quality assurance on the features of LMS “Litmos UnInterrupted” to enable sustained learning among students.</li></ul>	Jul 2020 – Sep 2020
<b>Virtual Curriculum Design Intern</b> , Y-Labs Ventures, Palo Alto, CA <i>Y-Labs helps talented teenagers find fulfillment in solving real-world challenges and making social impact in their communities.</i> <ul style="list-style-type: none"><li>Co-led the development and design of the capstone modules “New Ventures Design” and “Team Formation” for young adults using ADDIE as a course design tool.</li><li>Facilitated live sessions for 20+ high school and college students using Zoom and Google classrooms.</li><li>Conducted 1:1 mentoring session for 10 students to enable them to create successful product presentations as a part of the final assignments for capstone modules.</li></ul>	Jul 2020 – Aug 2020

**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.

**Learning Experience Design Intern**- Envoys; Cambridge, MA Sep 2019 – Mar 2020

*Envoys works with innovative schools and teachers to expand the boundaries of possibility for global education.*

- Collaborated with subject matter experts to re-design e-learning content for 20+ travel courses on Canvas.
- Conducted QA checks for all instructional media to ensure training content was instructionally sound.

**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 adult learning principles.
- Led in-person and virtual career development workshops focussing on career and resume preparation, creative job search strategies and interview techniques. .
- Customized feedback mechanism to review and understand the strengths and gaps in the organization’s programs.

**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%.

## TECHNICAL SKILLS

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- Curriculum design, Instructional design, Facilitation, Coaching
- Website design: HTML/CSS; 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: R
- Languages: English, Hindi, Tamil, Marwari and French.