

**N. REENA**  
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### **Career Objective:**

I look forward to a career that provides me an opportunity to continuously improve my knowledge and personality in challenging educational field. In the vow to meaningful contribution to the institution and society make great.

### **Summary of Skills:**

- Over 3+ years of extensive experience in teaching and strong potential in the Education field.
- Impeccable analytical, organizational, and technical skills
- Demonstrated impressive verbal and written communication skills
- Outstanding abilities in teaching variety of computer science courses
- Remarkable abilities in working with Video Conferencing equipment
- Experience of software development and handling IT projects

### **Technical Skills:**

- Web development: XHTML, HTML, CSS, JavaScript, Office Front-page, Macromedia Dreamweaver 8, and Abode Go Live
- Languages: C++, C, Java & PHP.
- Databases: Oracle and MYSQL
- Operating systems: Red Hat Linux, UNIX, Windows NT/95/98/2000/XP and Vista

### **Work Experience:**

1. Working as a **Counselor in HCS career development Academy-[Hewlett Packard]**.

#### **Roles & Responsibility:**

- Career counselors may seek out potential clients by giving presentations on their services.
- They examine client records, conduct interviews and administer aptitude and achievement tests to gather information that assists them in helping clients choose careers.

- Use aptitude and achievement assessments, to help clients evaluate their interests, skills, and abilities.
- Designed computer graphics for courses in coordination with students.
- Coordinated with various companies and performed research for graphics.

**2. Worked as a Faculty & Admin Counselor in We Shine Academy .**

**Roles & Responsibility:**

- Initiated facilitated and moderated computer science related course discussions in accordance of curriculum
- Planned, designed and revised syllabi curriculum instruction content and other materials as required
- Provided student body with counsel and direct supervision in laboratory work and issues with course work
- Stayed abreast of advancements in computing technology programming and syntax
- Participated in outreach programs community development and civic works that enhanced the community and high school student interest in computer science and related topics
- Designed computer graphics for courses in coordination with students.
- Coordinated with various companies and performed research for graphics.
- Analysed student requirements and provided support as per requirement.
- Designed and implemented an efficient curriculum for an academic year.

**3. Worked as a Teacher in Sri. P. Muthaiyar Hr. Sec. School, Panruti for 2 years(2014&2015).**

**Roles & Responsibility:**

- Introduced students to computer software and hardware
- Demonstrated computer program step-by-step and assisted children in following it
- Recommended the school board to purchase training equipment
- Operated and maintained computer hardware and purchased new software

- Taught five courses per semester and assigned passing students actual IT projects
- Prepared courses for each semester and ensured students scored higher grades in tests.

4. Worked as a **Lecturer** in **Anna Velankanni Polytechnic College**, Panruti for 6 months **(2013 to 2014 )**.

**Roles & Responsibility:**

- Planning, preparing, and delivering lessons included in computer science courses
- Assessing students strength and weakness and planning teaching instructions accordingly
- Developing and delivering lecturer in easy to understand way
- Researching and preparing teaching materials and demonstrating each logical steps in computer programming
- Assigning real IT projects and assessing and discussing students' work
- Making use of Video Conferencing System and providing instructions to overseas students

**Educational Qualifications:**

<b>Qualifications</b>	<b>Institute</b>	<b>University</b>	<b>Year of Passing</b>	<b>Grade Obtained</b>
<b>M.E. (CSE)</b>	Idhaya Engineering College for Women, China Salem	Anna University, Chennai.	2017	8.60
<b>B.E. (CSE)</b>	Sri Andal Alagar College for Engineering	Anna University, Chennai.	2013	6.60

**Extra-Curricular Activities**

1. Participated in State Level Participation in Volleyball match.
2. Participated in District Level Ball Badminton & Throw ball,
3. Teaching all problematic subjects.

**Personal Profile:**

Gender : Female  
Husband : A.Venkatesan  
Date of Birth : 09.01.1990  
Religion : Hindu  
Marital Status : Married  
Languages Known : Tamil & English

Date :  
Day :

Signature