**RESUME**

**PUSHPALATHA**

[**PUSHPALATHA.290406@2freemail.com**](mailto:PUSHPALATHA.290406@2freemail.com)

**Career Summary:**

Seeking the position of an English Teacher in an organization that will enhance my horizon of knowledge and give me the chance to prove myself as the best candidate in the organization.

**OBJECTIVE:**

To join a high-school / an academy which has earned an excellent reputation among the students and parents and apply my complete understandings of the subject and the best work practices to gain excellent career growth.

**Summary of Skills:**

* Profound knowledge of English language and ability to teach the language for all sorts of students i.e. for those who have English as their first language and those who have not.
* Excellent communication and written skills as well as ability to explain the text.
* Highly skilled in using the different course books and material for teaching English as well as having a great passion and love for English language.
* Ability to use audio-visual aids for teaching English effectively and creativeness in teaching process.
* Ability to plan, collects material, and delivers the lessons in the class.
* Capacity to arrange the competitions and assess the performance of the students.
* Good and vast or deep knowledge of English i.e. Grammar, Literature, and Linguistics
* Ability to inspire the students for desired effects in the language teaching task

**Academic Qualification:**

* Bachelor of Education (B.Ed) from Cooperative College of education at 2011 with 70%.
* Bachelor of Art (English) from Bharathidasan University, Trichy at 2010 with 68%.

**Technical Skills:**

* MS Office Packages.

**Professional Experience:**

* From September, 2012 to Present Working as English Teacher in krishnasamy memorial matriculation school, Cuddalore, Tamil Nadu.
* From June, 2011 to December, 2011 worked as English Teacher with Aurochild International School, Cuddalore,Tamil Nadu.

**Responsibilities:-**

* Improve reading, writing and speaking skills of students of diverse backgrounds in English;

Improve students’ learning in English grammar, pronunciation and conversation skills.

* Create meaningful lessons that will benefit the child’s individual needs

* Assist in creating classroom assessments or make necessary modifications.
* Assign books to read, including classics and contemporary novels.

* Help students interpret literature and poetry.
* Plan, prepare and deliver instructional activities.
* Create positive educational climate for students to learn in.
* Participate in ongoing training sessions.
* Maintain grade books, grade papers and perform other administrative duties as needed.
* Create lesson plans.
* Prepare and distribute required reports.
* Observe and evaluate student’s performance.
* Manage student behavior in the classroom by invoking approved disciplinary procedures.

**Personal Information:**

Sex : Female

Nationality : Indian

Date of Birth : 16th May 1989

Civil Status : Married

Languages Known : English, Hindi, and Tamil

I hereby declare that the above given information is true to best of my knowledge and belief and also assure that I would do my best if given opportunity in your esteemed concern.

Yours truly,