# Curriculum Vitae

  
Chellattu

[Chellattu.333054@2freemail.com](mailto:Chellattu.333054@2freemail.com)

**PERSONAL SUMMARY**

Eva Mary Mathew comes to you with an excellent literacy background and the ability to make classroom based lessons come to life. She is committed to relentlessly overcoming any barriers to learning. As a true professional she actively encourages her students to become involved in the education. Right now she is looking for a suitable position with a college where it’s not just every student who matters but also every staff member.

**CAREER HISTORY**

**ENGLISH TEACHER-**Gems Education, Fujairah from September 2016-till date

* Conduct formal observations for English language students.
* Provide selection of one-on-one training, co-teaching, mentoring, coaching and support by visiting school.
* Provide students with right educational activities and experiences enabling them to fulfill their potential for intellectual, emotional, physical and social growth.
* Help students develop necessary skills to be productive member of society.
* Design, write and utilize lesson plans conforming to school’s curriculum.
* Ensure written plans are available for review.
* Ensure lesson plans are modified depending on different student learning styles.
* Implement apt instructional and learning strategies, activities, materials and equipment to ensure students learn and comprehend quickly.
* Design and develop instructional activities using data from student learning style assessments.
* Oversee and manage student behavior in agreement with student handbook.
* Involve in English Language book, equipment and material selection.
* Participate in conferences to establish communication rapport with parents, students, Principal and teachers.
* Develop and maintain professional relationship with colleagues, students, parents and community members.

**ENGLISH LANGAUGE INSTRUCTOR (ESL, ESP, EFL) -**English Channel Training Team, Kottayam, Kerala, India, from July 2015 to August 2016

* Working with people from diverse cultures.
* Teaching or tutoring ESL learners.
* Provide selection of one-on-one training, co-teaching, mentoring, coaching and support by visiting schools and colleges.
* Provide students with right educational activities and experiences enabling them to fulfill their potential for intellectual, emotional, physical and social growth.
* Prepared, conducted, reviewed and evaluated tests.
* Help students develop necessary skills to be productive member of society.
* Design, write and utilize lesson plans.
* Ensure written plans are available for review.
* Ensure lesson plans are modified depending on different student learning styles.
* Implement apt instructional and learning strategies, activities, materials and equipment to ensure students learn and comprehend quickly.
* Design and develop instructional activities using data from student learning style assessments.
* Oversee and manage student behavior in agreement with student handbook.
* Participate in conferences to establish communication rapport with parents, students and teachers.
* Develop and maintain professional relationship with colleagues, students, parents and community members.

**ENGLISH LANGAUGE INSTRUCTOR** (University instructor of **PREPARATORY YEAR PROGRAM TESL, ESL, ESP, EAP,**) – June 2010 to June 2015 in the English Language Center, Jazan University, Jazan, Saudi Arabia

* Developed English lesson plans in line with the international curriculum: Planned English lessons to meet curriculum standards.
* Prepared, conducted, review and evaluated tests.
* Worked as a strong member of ELC’s –EEC (Exam Evaluation Committee).
* Helped students understand, speak, read and write in English.
* Delivered engaging, coherent lectures and motivating lessons to students across all Key Stages. Utilized learning technology in the planning and delivery of lessons.
* Modified assignments and activities to meet the learning needs of individual students – Identified and sorted into small, similarly skilled groups.
* Classroom management: Prepared English classroom and coursework materials, homework assignments, and handouts. Prepared course work, planned class sessions: Selected/integrated appropriate instructional materials for classroom instruction – Organized/delivered classroom lectures to students. Arranged extra-curricular activities and set targets for pupils.
* Evaluated and prepared the students’ class work and assignments: Graded tests, essays, reports and other assignments – Regularly provided students with feedback in line with the faculty assessment systems.
* Attended and presented professional development seminars.

**ENGLISH LECTURER** (**teaching Graduate level English language &literature)** – June 2006 to May 2010, B.S.M Pioneer College, Mundakayam, Kerala, India

Responsible for helping students secure a sound knowledge and fulfillment of all things to do with the English language.

Duties;

* Being there for those students that may need additional support or guidance.
* Creating a vibrant and distinctive culture for learning for young people.
* Carrying out a designated programme of teaching in English language related subjects.
* Using a modern and dynamic teaching approach to helping pupils learn English.
* Recognizing and rewarding students who make an extra effort to learn.
* Answering questions from students during class.
* Starting classes at the exact scheduled time.
* Speaking to and disciplining pupils who are unprepared for classes.
* Discussing problem students with the Head Teacher.
* Photocopying teaching material and then handing these out to pupils.
* Maintaining the confidentiality of student’s records.
* Giving pupils reasonable homework to do.
* Recording or reporting all classroom incidents.
* Undertaking college supervisory duties when required.
* Encouraging students to abide by the colleges code of conduct.
* Teaching students towards practical English end-of-the-year exams.
* Monitoring standards of pupil discipline and behavior.

**KEY SKILLS AND COMPETENCIES**

Teaching

* Always being formal and professional in regards to classroom behavior and teacher-student contacts after classes.
* Aware of the strategies required to achieve the highest standards of achievement within the subject area.
* Working in close cooperation with college administrators, governors and parents.

Personal

* Possessing self-belief in own abilities to teach.
* A team-player who can collaborate with colleagues.
* Handling stressful situations with grace, patience and understanding.

**ACADEMIC QUALIFICATIONS**

Bharathiar University ,Tamilnadu, India - **PHD**(English)July 2014(pursuing)      
Vinayaka Missions University, Tamilnadu, India - **M. Phil** English  
*June 2008-June 2009*  
  
Mahatma Gandhi University, Kerala, India - **M.A** English language(ELT,LINGUISTICS,SEMANTICS)&

(AMERIACN, AFRICAN, INDIAN LITERATURE)  
*June2002 –June 2004*  
  
Mahatma Gandhi University, Kerala, India - **B.A** Communicative English (Triple main-English   
*June 1999-May 2002*

*(English* literary Studies, Culture&Communication, and FrenchLanguage)  
  
Mahatma Gandhi University, Kerala, India - **B.Ed.** English (ELT,SPECIAL EDUCATION)  
*January 2005-January 2006*

**AREAS OF EXPERTISE**

Classroom management English Literature Reading & literacy

Assessing students IT literate organizing discussions

Behavior management checking for plagiarism Organizing exams

**ACHIEVEMENTS**

* Awarded as the “Best faculty” of the year.(2014) by (ELC) Jazan University KSA
* Was the member of college Exam Evaluation Committee(EEC), (ELC) Jazan University KSA.
* Had attended a seminar on Mass Media and Broad casting in EMRC/CIEFL, Hyderabad
* Had got an opportunity to train (Conversational skills) nursing students in National Institute of Language, Mundakayam, Kottayam.
* Published an article on “persistent male monopolized femininity” in ISBN released on (27/2/2015)
* Attended numerous professional development seminars and workshops of international standards (Cambridge University)

**PERSONAL DETAILS**

Date of birth : 22/01/1982  
Languages known : English, Hindi, Malayalam, Tamil, French and Arabic

Religion : Christian RCSC

Marital Status : Married  
Gender : Female