**Millicent**

**Millicent.333486@2freemail.com**

Sharjah

Willing to relocate: Anywhere

Date of birth: 18-12-1986

Spoke languages: English, Hindi and Konkani

**WORK EXPERIENCE**

# Class Teacher

The Kindergarten Starters - Dubai - March 2013 to Present

Class Teacher

* Preparing lesson plans on a weekly basis.
* Creating a safe and healthy environment for Learners.
* Including e- learning in teaching.
* Training children for concerts.
* Planning and organizing field trips.
* Maintaining anecdotal notes.
* Conducted workshops on classroom management.

Attended workshops

* Digital Education show
* Numicons (math resource)
* Reggio Approach in classrooms
* Spielgaben (enquiry resource)

Additional

* Managed the costumes for both the grades and the Kindergartners for the school concert.

# Teacher

SJBCN school - Mumbai, Maharashtra - June 2011 to May 2013

Class Teacher KG 2

-Preparing lesson plans.

-Creating an environment for wholistic learning -Monitoring the progress of children.

-Maintaining a safe and healthy environment.

-Preparing student reports.

-Adapt the available teaching methods to make learning for children comfortable.

-Training children for concerts.

-Planning and supervising field trips.

-Inculcating discipline.

Attended the following workshops:

-NAT Geo Kids

-Jolly Phonics

-London Talents (Theatre and Puppets)

# Teacher

Sir Vissanji Academy - Mumbai, Maharashtra - June 2012 to February 2013

Class Teacher KG 1

* Following lesson plans and editing the curriculum according to the needs of children.

-Maintaining a safe and healthy environment for children.

-Training children to participate in concerts.

Class Teacher Play Group.

* Creating a fun environment for the learners.
* Developing their communication skills.
* Involving a lot of music in their everyday learning.
* Developed learning through a lot of art ad craft activities.

# Manager Education

The Welfare of Stray Dogs - Mumbai, Maharashtra - December 2007 to May 2010

* Conducted Presentations on awareness of dog-care, rabies prevention, and the stray dog issue and dogpopulation control in various schools, Rotary Clubs, and citizens groups in Mumbai, India. • Organized and Lead Rabies awareness drives in public places such as railway stations and parks.
* Coordinated and setup Stalls having information panels about the NGO at events such as college festivals,exhibitions, fairs and dog-shows.
* Oversaw sales of the W.S.D. associations specially designed products in corporate offices, thereby providingadditional opportunities to spread awareness.
* Chart presentations on dog bite and rabies prevention for municipal schools/slum-dwellers Managed andachieved weekly and monthly customer demands (> 95 % efficiency) through production planning activities.
* Administered First Aid and Vaccination to Dogs On site as well at the kennel.

EDUCATION

# ECCEd in Early childhood care and education

St Xaviers Institute of Education - Mumbai, Maharashtra

June 2010 to April 2011

# BA in Arts (sociology)

St Andrews College - Mumbai, Maharashtra

March 2007

**SKILLS**

Proficient in MS-Office application having successfully completed a certified course in the same in August 2008.