**SUJATA.359077@2freemail.com**

**SUJATA**

**Seeking a responsible and challenging position as an assistant lecturer in growing institute with the excellent teaching skills in English and French Languages**

**SUMMARY**

* A competent professional with 4 years of experience in teaching English Language
* Expertise in teaching French Language
* Proficient in teaching English in different ways or methods, i.e. role-play, language games, and dialogue methods
* Highly skilled in using different course books and material for teaching English as well as having a great passion and love for the English language
* Profound knowledge of the English language, literature and ability to teach the language
* Adept in using audio-visual aids for teaching English effectively in the teaching process
* Dexterous in planning, collecting material and delivering the lessons in the class
* Strong knowledge of English i.e., Grammar, Literature and Linguistics
* Ability to inspire the students for desired effects in the language teaching task
* Experienced in delivering instructional content in all aspects of written composition
* Proven ability to make learning accessible, fun and challenging
* Leading-edge approach that reflects consistent self-education and a passion for new ideas
* Excellent communicator possessing highly effective interpersonal skills

**EDUCATION**

* Master’s in English Language Teaching from Leeds Beckett University, UK (2015)
* Ph.D. in Re-telling of fairy tales in the works of Robin McKinley University of Kota, Rajasthan – (2013 – Pursuing)
* Master of Arts (MA) in American Literature from Department of English University of Rajasthan, India (2010)
* Bachelor of Arts in Honours from University Maharani’s College, India (2008)

**CERTIFICATIONS**

* DALF B1 in French Language from Alliance Francaise de Jaipur, India (2010)
* DELF A2 in French Language from Alliance Francaise de Jaipur, India (2009)
* DELF A1 in French Language from Alliance Francaise de Jaipur, India (2008)

**LANGUAGE SKILLS**

* Fluent in English and French
* Overall IELTS score: 7.5

**MAJOR ACHIEVEMENTS**

* Achieved Neeta Chaturvedi Memorial Gold Medal for scoring highest marks in English Honours and Dramatics
* Received many Honours for participating in a number of plays
* Successfully directed three plays for state-level Dramatics Competition

**CAREER CHRONOLOGY**

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| **Employer**  | **Designation** | **Duration** |
| The Palace School, Jaipur, India | Senior Teacher- English | Apr 2016 – Till Date |
| University Five Year Law College, UOR, India | Lecturer (English & French Language) | Jul 2014 – Sep 2014 |
| Government Women’s Polytechnic College, India | Lecturer (Communication Skills in English) | Aug 2010 – Apr 2014 |
| CSP Institute, India | Lecturer (English & French language) | Apr 2010 – Apr 2013 |

**KEY RESULT AREAS**

* Involved in regular evaluation of pupils work both informally and formally
* Primary point of contact for providing students the highest quality teaching and support by planning effectively
* Developed the language and skills of the students and also improved their confidence levels
* Planned and engaged lessons in English and improved healthy culture of learning
* Spearheading:
* Welfare and well being of the pupils
* English Laboratory
* The soft skill development campaign
* Established clear objectives for all students
* Involved in evaluating each students progress regularly
* Generated course materials with clear defined structure
* Involved in:
* Providing students with career and vocational education
* Giving out homework that is meaningful and appropriate
* Maintaining order in the classroom
* Writing up end of term reports for parents
* Monitoring students oral and written work

***Lecture (Communication Skills – English):***

* Involved in giving students a rigorous, well-rounded education, and maintain discipline in accordance with college policies
* Monitored pupils with regard to their attendance, appearance and punctuality
* Liased with other teaching staff to set goals, objectives and methods
* Involved in:
* Encouraging students to ask questions and to express their difficulties
* Establishing effective classroom management practices
* Participating in after school extra-curricular activities
* Listening to students to understand their concerns and needs
* Responding to misbehaviour in a effective but measured way
* Teaching pupils who have experienced difficulty with mainstream education

**SKILL SET**

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| --- | --- | --- |
| * Higher Education
* Research
* Language Teaching
* English Literature
 | * French Teaching
* Academic English
* Business English
* Academic Administration & Management
 | * Excellent Communication Skills
* Interpersonal Skills
* Course Development
* Teaching Strategies
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**SEMINARS & PROJECTS**

* Participated in:
* One day work shop on “Nurturing the Girl Child: Sensitizing the Indian Psyche” conducted by Centre For Women’s Studies, University Of Rajasthan, India (2012)
* National Workshop on “Women in the 21st Century: Gender Equality, Empowerment and Economic Growth” sponsored by University Grants Commission, India (2012)
* Two day International Seminar on “ Telling Lives : Formations and Reflections in Diverse Narrative Traditions” conducted by Department of English, University of Rajasthan, India (2010)
* Three day National workshop on “Tagore’s Cultural and Political Ideas: Reflections and Re-evaluations” jointly organized by Sahitya Akademi,New Delhi, Central University of Rajasthan and Institute of Research in Interdisciplinary Studies (IRIS), India (2010)
* Three day workshop on “Caribbean Literature” conducted by Paul Valery University, Montpellier III, France (2008)
* Presented a paper at “4th National Conference on ELT: Cultivating the Reading Skill: A Classroom Challenge” organised by English Language Teaching Institute of Symbiosis, Pune (2014)
* Attended an International Seminar on “Interpreting Feminism vis-à-vis Activism” sponsored by National Commission for Women and ICSSR organized by Kanoria PG College, Jaipur, India (2013)

**AVAILABILITY**

* Ready to relocate within a month
* Possess no bond with the current employer

**REFERENCES:** Available upon request