## 

## CURRICULUM VITAE

Marie

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# OBJECTIVE

Quest to be employed in a work atmosphere that will build, develop and strengthen my skill sets to grow with the organisation along with its business imperatives which will give me a perfect professional as well as personal career.

**SKILLS SETS**

1. Ability to work in an organisation with core competency and teach.
2. Learning ability to constantly upgrade my skills.
3. High level of integrity, passion, dedication and commitment.
4. Ability to work under stress, pressure, performance and goal oriented work culture.
5. Adaptability to situations, flexibility to change and vision to grow with the organisation.

**EDUCATIONAL QUALIFICATIONS:**

SSC from St Ann’s high school

St Francis Junior Girls College

PPTT – Pre-primary teacher training

BA literature

**Technical Qualification:**

1. Certified as a Voice and Accent Trainer, Soft Skills Trainer and Assessor
2. Certified as a Professional Trainer, Evaluator and Learning Style Expert
3. Certified in Training Methodology, Lesson Planning and Design from **IQ Intelligent Training Pvt Ltd.**

**Work Experience:**

1997-1999 : Worked for St Michaels High School (CBSE) as a Teacher

2003 - 2007: Worked for St Ann’s High School (ISC) as a Teacher.

2010-2011: Worked for St Ann’s High School (ISC) as a Teacher.

2012-2013: Free lanced for IQ and INTEQ BPO Services Pvt. Ltd as a Voice and accent, Communication Trainer.

2013-2015: COA Network as an English communication trainer.

February 2015- August2016: Worked for Frankfinn Airhostesses training institute as an English Trainer.

**Training Activities**

* Conduct Voice Accent training sessions
* English Grammar Classes
* Call Quality Checks
* Conduct group sessions
* Email Etiquettes Classes
* Interview Skills training
* Telephone Etiquettes and Listening Skills class room sessions
* Conduct feedback sessions (1x1)

**Personal Details**

Date of Birth : 10th March

Marital status : Married

Nationality : Indian.

Religion : Roman Catholic

Languages known : English, Hindi

**HOBBIES AND INTERESTS:**

Reading books, listening to music and Painting