**SWARNA**

[**SWARNA.366963@2freemail.com**](mailto:SWARNA.366963@2freemail.com)

**CITIZENSHIP :** INDIAN  **RELIGION :** Christian

**D.O.B.** April 30, 1973

**GENDER :** Female **MARITAL STATUS :** Married

**PROFILE**

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| TESOL- certified instructor with a Master’s Degree in English. Experience with Children. Planned and taught lessons to small groups as well as personal tutoring.    **EDUCATIONAL QUALIFICATION** |  |
| **B.Ed.** | 2015 |
| *Srinidhi College of Education, Kushaiguda, ECIL, Hyderabad, India.*    **120-HOUR TESOL CERTIFICATION** | 2014 |
| *The American TESOL Institute, Bangkok, Thailand*  · *100 hours of training with 20 hours of student teaching*    **MBA - H.R & CUSTOMER RELATIONSHIP** | 2011 |
| *National Institute of Business Management, Chennai, India*    **M.A. - ENGLISH** | 1998 |
| *Osmania University, Hyderabad, India*    **B.Sc. - BIOLOGY**  *Wesley Degree College, Hyderabad, India*    **RELATED WORK EXPERIENCE** | 1995 |

**SCIENCE TEACHER** April’16 – March’17

Al Ettihad Private School, Alain, UAE

* Taught Science for classes IV, V & VIth.

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| **ENGLISH TEACHER**  Vista School, Gachibowli, Hyderabad, India.   * Taught English for classes III, IV and V * Taught through ICT * Activity based teaching | June ‘14 – April ‘15 |
| **ENGLISH INSTRUCTOR**  The American TESOL Institute, Bangkok, Thailand   * Taught small groups of adults from various backgrounds * Facilitated conversations with natural expressions * Worked on natural pronunciation and stress patterns | January 2014 |
| **SCIENCE AND BIOLOGY TEACHER** | 2005 - 2007 |

*Rao’s High School,* Hyderabad, India

* Taught Science and Biology for classes Vth to Xth.
* Accomplished regular classroom debates to raise the students interests and understandings of the subject

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| **BIOLOGY AND ENGLISH TEACHER**  *Poornima Vidyaniketan High School, Hyderabad, India*  · Taught Biology for VIIIth , IXth  & Xth classes· Taught English for IVth & Vth classes |  | 2001 - 2003 |
| **ENGLISH TEACHER** |  | 1995 - 2000 |

*St.Rosy’s High School, Hyderabad, India* · Taught English for Vth class

**ADDITIONAL WORK EXPERIENCE**

**FREELANCER MODERATOR** 2013

* Done Market Analysis
* Hosted group discussions
* Field interviewer

**CONSULTANT** 2011- 2013

*Lumiere Business Solutions Pvt. Ltd, Navi Mumbai, India*

* Transcribed audio files (Hindi – English, Telugu - English & English – English)
* Telugu and Hindi translator during meetings /interviews

**MEDICAL TRANSCRIPTIONIST,** 2010 - 2011

*World Infotech Private Limited, Hyderabad, India***,**

* Transcribed medical files with a minimum of 60 minutes and maximum of 80 minutes per day and maintained accuracy with 85%.
* Gained knowledge of medical terminology and drugs name.

**PROGRAMME COORDINATOR,** 2007 - 2009

*CA Hope Foundation, Hyderabad, India*

* Prepared various programs for teaching English as well as setting up the papers for the students
* Counseled the School and youth children for pursuing further education.
* Provided work based learning activities with a focus on recruitment & placement.
* Selected the material for teaching English, provided it to the students, and thereby enhanced their knowledge of English
* Evaluated the performance of the students and providing them a feedback
* Taught English by using various methods as well as audio visual aids
* Organized workshops for the students for teaching English language
* Created language games
* Used different teaching methods for the students

**OTHER AWARDS, SKILLS, INTERESTS**

* Systematic and self-disciplined
* Good Interpersonal skill
* A team worker and ready to take up challenges
* Aggressive towards work
* Type writing – English – Lower Grade
* Knowledge in Microsoft Word, Excel and Outlook