

LALITA

Email Id: lalita.368764@2freemail.com

**JOB OBJECTIVES:** As an Education-Teacher I would like to utilize my lively and energetic attitude in teaching student wit great enthusiasm and lead them to participate in doing constructive programs. I would also like to build good rapport with students as well as teachers around me.

**EMPLOYERS:**

**Daddy’s Home Special School**, Goa, India- Fr. Valmiki G. Dias (Director) ( June 2016 – April 2017) Tel. 91-8322759712

* Dealt with special kids ( ADHD, Autistics, Down syndrome and slow learners )
* Worked as mentor and counselor for physically and mentally disadvantaged children.
* Taught maths, english and science lessons with play method.
* As classroom teacher, built rapport with students and families.
* Created trusting atmosphere through sensitivity to students’ strengths, weaknesses and personal learning styles.

**St. Francis Xavier School** (CBSE), Hissar. Haryana, India-

Fr. Ivo Dias (Principal) ( June 2015 – April 2016) Tel. 91- 9813186557

* Kindergarten teacher ( with XSEED – foundation for life, Early Programme) and tutor
* Engaged students through humor and activities designed for maximum interaction in large and small groups.
* Worked with administrators to develop and update learning programs.

**St. Joseph’s High School** Gujarat, India- Mr. Naveen Kureekat (Principal) ( June 2012 – April 2013 ) Tel. 02875-223445

* Class 4th English, Environment, moral science teacher (with smart class facility) and tutor
* Included digital media along with traditional classroom materials.
* Encouraged students to participate in class by taking hand-on approach to teaching.
* Achieved maximum results by breaking down seemingly large learning tasks into meaningful and manageable segments.
* Prepared innovative classroom games to reinforce concept covered in textbooks and provided tutoring when it was needed

 **Fr. Agnel School Bhopal**, Madhya Pradesh, India- Fr. Joseph Caji Barretto (Principal) ( June 2011- April 2012) Tel. 07565-68301

* Class 3rd. 7th, 8th English teacher and tutor
* Conducted classes to improve students speaking, writing and listening skills by using direct method teaching.
* Prepared periodic quizzes, practice tests and tests to test proficiency.
* Prepared weekly lesson plans in accordance with guidelines given and sought approval whenever it was necessary.

**ACADEMIC QUALIFICATIONS:**

* Course in Person–Centered Therapy – by Goa Institute of Counseling (November 2016)
* M.A in Counseling Psychology- Goa University (April 2015)
* Bachelor of Arts Degree - Goa University (April 2011)
* Higher Secondary School - Goa Board (March 2007)
* Secondary School - Goa Board (March 2005)

**COMPUTER KNOWLEDGE:**

* MS Office (Word, Excel, PowerPoint)
* Internet and E-mail applications

**ADDITIONAL CERTIFICATES:**

* Youth Red Cross Course approved by the Goa Board- 2years ( June 2005- March 2007)
* Observation (Counseling) at Komalsparsh Centre for Psychology Consultancy, Goa , India (May 2014) – 90 hours
* Internship (Counseling) at Saviour of the World High School, Goa , India ( January to March 2015) – 27 hours
* Internship at Carmelite Monastery, Goa, India – (counseling adolescents and children) practicing Person–Centered Therapy (10th April 2017 till 30th April 2017) – 40 hours
* Participated in workshop on Bereavement Counseling, organized by Sethu organization and Ms. Sue Stow ( Resource person, Cruse Counseling, UK ) - Goa, India ( on 9th December 2013)
* Participated in National Conference on “Positive Psychology at Workplace” organized by department of psychology and commerce- Goa, India (9th and 10th January 2015)
* Participated in inter-class talent competition (Master Chef) 0n 3rd February 2014 at Carmel College of Arts, Science and Commerce for Women, Goa, India

**KEY SKILLS AND COMPETENCIES:**

* Excellent communication and written skills as well as ability to explain the text.
* Ability to dramatize English stories effectively and creatively.
* Ability to plan, collect material and deliver the lessons in the class.
* Good understanding of English grammar with an ability to impart the knowledge effectively.
* Ability to inspire the students for desired results in the language learning task.
* Ability to counsel adolescents, special kids and give them workshops.

**PERSONALITY TRAITS:**

* Ability to deal with multicultural people
* Excellent written and oral skills in English
* Ability to prioritize work and meet deadlines
* Expertise in working with a team.
* Ability to produce the best result in pressure situations.
* Good interpersonal abilities
* Quick learner
* confident

**PASSPORT DETAILS:**

Date of Issue. 09/09/2016

Date of Expiry. 08/09/2026

**PERSONAL DETAILS:**

Sex - Female

Age – 27 (Born on 30th September 1989)

Marital Status – Unmarried

Nationality – Indian

Linguistic Ability – English and Hindi

Visa expiry- 5th June 2017 (Tourist visa)