**CURRICULUM VITAE**



**CELESTINA**

**Contact Information**

**Phone**

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**Email**

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Personal Information

Nationality : Indian

Sex : Female

Marital Status : Married

**Language Known**

English, Hindi and Marathi

*A dedicated academic professional committed to providing comprehensive instruction that fosters child development*

Objective

To obtain a challenging position which enables me to utilize my education, caliber as well as personal experience. To work at my level best and to monitor that my best is good enough for your organization

Ability to build strong rapport with personal, professionalism and integrity, Enhance knowledge and skills through continuing education opportunities. Honest, straightforward, innovative and a quick learner. Presentable with charming personality, excellent communication skills.

Skills and Expertise

* Experience in Pre-kindergarten and Primary Education.
* Experience in counseling and supervising small children developed through summer camp positions.
* Highly skilled in developing classroom environments that are stimulating, fun, and diverse to accommodate all learning styles
* Demonstrated capacity to teach, motivate, and direct students while maintaining high levels of interest and achievement
* Superb interpersonal skills; able to establish positive relationships with students, parents and faculty members
* Strong planning, organizational and leadership abilities
* Proficient in MS Word, Outlook and Internet Explorer
* Adaptive to new technologies and applications

**Academic Chronicle:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **University** | **Year** |
| B.A (Major Sociology) | Mumbai University | 2003 |
| DECE (Diploma in Early | S.I.E.S(Autonomous) Mumbai | 2006 |
| Childhood Education) |

**Internship during the DECE Course:**

|  |  |  |
| --- | --- | --- |
| **Term** | **School** | **Days** |
| Ist Term | St. Sebastian’s HighSchool | 40 Days |
| IInd Term | O.L.P.S. | 25 Days |

Certifications

* Certificate of Appreciation for Organizing a beautiful Cultural program “Monsoon Day” at “Christ Academy” school (Navi Mumbai, India), dated 21st Aug 2017
* Certificate of Achievement for undergoing an advanced Interactive ILLUMNAIRE course at “Kidzee” school (Navi Mumbai, India), dated 25th February 2016
* Certificate of Appreciation for being an awesome Facilitator at “Kidzee” school (Navi Mumbai, India), dated 5th September 2015
* Certificate of Participation in an activity based course My Learning Train - OXFORD University Press conducted at “North Point High School” (Navi Mumbai, India), dated 26th October 2013

Work experience

**1. Currently working with “Christ Academy” as a Class teacher for Sr. Kg (Since 3rd June 2016 – Till Date)**

* Promoted language development skills through reading and storytelling, conducted skill evaluations and made recommendations to each student
* Created visual aids, board games, flashcards, and all course materials in improving teaching techniques
* Taught all subjects to the students through visual aids and course handbooks
* Organized Cultural programs which were appreciated by the school Principal and the management
* Done compelling for Sports Day and Independence Day celebration
* Conducted Quiz competitions for students across different divisions of Sr. Kg
* Choreographed Dance and made the students practice for Annual Day function
* Welcome songs and Singing practice for the students to perform on Annual Day function
* Done Case Study on slow learners and helped them in their personality development

**2. Worked with “KidZee Pre-School” as a Class teacher for Jr. Kg (16th July 2015 – 30th April 2016)**

* Taught all subjects to the students through visual aids and course handbooks
* Prepared all course materials in the form of visual aids and worksheets for improving teaching techniques
* Conducted Summer Camps and introduced new topics to the students which would help them in developing general knowledge
* The first Annual Day function was compelled by me and it was really a great success which helped in acquiring new student admissions which was beneficial for the school
* Attended the Illumnaire Interactive session organized by Zee Learn to enhance my creativity skills & new teaching techniques, counselling of slow learners, etc.

**3. Worked with “Jaipuriar School” as a Class teacher for Sr. Kg (3rd July 2013 – 30th April 2015)**

* Taught all subjects to the students through visual aids and course handbooks
* Taught General knowledge subject to Std. VII and created their question papers
* Appreciated by The Principal for creating and implementing new curriculum for Sr. Kg
* Compelled the Graduation Day for Sr. Kg which was appreciated by the Principal
* Choreographed Dance for Children’s day and Sports Day celebrations
* Prayer songs and Singing practice for the students to perform on Christmas Eve
* Designed brochures and pamphlets for school admission activities and conducted promotions / exhibitions
* Attended “My Learning Train” an interactive activity based course by the Oxford University Press, which covered key aspects of teaching concepts and developing skills in young learners
* Handled the admin and reception activities for the school

**4.Worked with “Ryan International School” as a Class teacher for 3rd Standard(16th August 2012 – 30th April 2013)**

* Taught all subjects to Std. III students through visual aids and course handbooks
* Created the course handbooks and practice worksheets in PPT formats
* Choreographed a Skit Performance for the students on the occasion of Christmas Eve
* Prayer Songs and Carol Singing practice for the students to perform on Christmas Eve

**5. Worked with “Sagarmatha Kindergarten” (Hong Kong) as a Teacher for Pre-School nursery on contract basis (4 weeks).**

* Taught English language subject to Jr. Kg students through visual aids and course handbooks
* Grooming the knowledge of the students for their next level of education
* Handling the students in the classroom and conducting activity based sessions
* Prayer Songs and Birthday Songs practice for the students

**6.Worked with “St. Aloysius High School” as an Asst. Teacher for Pre-Primary (13th June 2003 – 15th April 2005**)

* Assisted the teachers of Sr. Kg and Jr. Kg for introduction of new topics for the students
* Taught all subjects to Sr. Kg and Jr. Kg students in different batches through visual aids and course handbooks
* Handling the students in the classroom and conducting activity based sessions
* Done Case Study on slow learners and helped them in their personality development
* Grooming the knowledge of the students for their next level of education
* Prayer Songs and Carol Songs practice for the students
* Handled the admin and reception activities for the school

PERSONAL DEVELOPMENT

* Handled the admin and reception activities for the school
* Attended workshops during the course
* Compelling of Graduation Day and Annual Day at schools
* Preparing PPT’s for School related assignments
* Self-development
* Music and Movement
* Attitudinal change and many more…

References and letters of recommendation available on request.

I hope my professional experience & skills would be as an asset for your organization. I seek for a personal interview for the same.

Yours sincerely,

**Celestina**