

**Ms.Bhawna**

**Bhawna.370573@2freemail.com**

**ESL Instructor**

Accomplished educator with 25 years of experience and demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Articulate communicator, able to effectively interact with diverse populations of students at a variety of academic levels. Consistently maintain excellent relations with students, parents, faculty and administrators. Self-motivated with strong planning, organizational and leadership skills. Experienced in conducting teacher training workshops for ESL teaching and experiential learning methodology and classroom observations as follow up.

**WORK EXPERIENCE**

* **ESL Instructor**

 AUA, Bangsaen , June 2013 to Present

 AUA, Ratchadamri, 2009-2010

 AUA, Korat, June 2005 – 2009

* **Principal**

 Jain Heritage School – Tirupati, Andhra Pradesh - March 2012 to May 2013

* **Education Coach / ESL Teacher Trainer**

 iDiscoveri Education Pvt. Ltd - July 2010 to February 2012

* **Secondary School Teacher**

 Assumption College - May 2004 to May 2005

* **Secondary School Teacher and Head of Department**

 D.A.V Public School , Delhi - July 1998 to May 2004

* Off Site work at AUA, Korat

 Taught conversational English to the employees of CP Foods.

**EDUCATION**

* **MBA in Human Resource Management**

 Annamalai University, India 2016

* **Bachelor of Education in English & Social Sciences**

 Kurukshetra University, India 1997

* **Master of Arts in English**

 Himachal University, India1995

* **Bachelor of Arts in Economics and English**

 Delhi University, Delhi,1988

**SKILLS**

Microsoft Office , Conducting Teacher Training Workshops , Human Resource Management , Counseling, ESL teaching and supplementary resource development

**CERTIFICATIONS**

* TESOL from SIT
* Microsoft Certified Professional by INTEL
* Certificate in “Shaping the way we teach English: Paths to Success in ELT” from The U.S. Dept. of State and University of Oregon.

**STRENGTHS AND SKILLS**

* Experienced in developing programs for children.
* Experience in developing curriculum. Computer literate.
* Excellent time management and multi-tasking skills.
* Able to help students in co-curricular activities, sports and use computers in teaching to make it effective.
* Make effective Power Point presentations for the students.
* Adopt interactive and student-centered approach for teaching.
* Native like proficiency in English.
* Capable of teaching English to all levels.
* Experienced in conducting workshops for ESL teachers.
* Experienced in conducting workshops for experiential learning methodology and classroom observations as a follow up.
* Experienced in supplementary resource development, test proctoring, grading, preparing timetable and various other administrative duties.
* Experienced in teaching special courses that focus on language fluency. Experienced in developing curriculum for students based on Multiple Intelligences.
* Proficient in working on Microsoft Office.