PREETHI PICHAPPAN

House no: 11/5, Ramanujam Street, T. Nagar, Chennai-17.
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OBJECTIVE

Looking to support the school's mission by creating a personal, engaging environment that celebrates students' unique talents and ideas.

CERTIFICATION COURSES

- Completed **CELTA** (Certified in English Language Teaching to Adults) course in British Council, which is an internationally recognized teaching course moderated and accredited by Cambridge Assessment English (UK)- February 2021- April 2021

WORKING EXPERIENCE

ONLINE ENGLISH TUTOR (PART TIME CONTRACT- AUGUST 2016 – MARCH 2017)

BodhiSutra Company (8 months) – Part time during UG

- Designed lesson plans and authentic materials for weekly small group tutoring sessions.
- Formulated communicative activities to promote peer interaction.
- Collaborated to implement content-based assignments for strengthening students' English speaking and listening skills.

PROOF EDITOR (JUNE 2018 – OCTOBER 2019)

Digital Information Research Foundation

- Guaranteed editorial consistency in Language, grammar, standard alignment for Journals.
- Edited Online journals, international articles.
- Rechecking the journals which has to be printed.
- Working with PageMaker, ms word, excel.
- To communicate with the authors from various countries regarding the articles to be published.
- Organising events and Occasion with relation to the organisation.
- Have a track on all the follow-ups and all the files maintained.

LANGUAGE TRAINER (DECEMBER 2019 – SEPTEMBER 2021)

English Labs

- Freelancer English and French Trainer for beginners and intermediate levels.
- Includes students of all age category.
- During Covid Lockdown - Remote classes for spoken English through phone calls and virtual classes.

ENGLISH TEACHER (SEPTEMBER 2021- DECEMBER 2022)

The Indian Public School, Perungudi

- IGCSE syllabus for Grade 6 and Grade 7 students.
- Assess the students' progress throughout the year as a Class teacher.
- Preparation of Question papers along with peers.
- Judged inter house creative writing competition and art competitions.
- Trained students in MC for school events.
- Create and plan standard-based lessons for diverse group of learners.
- Regular update of every session taken.
- Sourcing apt materials and exercises for additional practice and better understanding of the curriculum.
- Creating PPT for required number of sessions.

ENGLISH TEACHER (JANUARY 2023- OCTOBER 2023)

Chennai Public School, Anna Nagar

- IGCSE syllabus for Grade 7 and Grade 8 students.
- Assess the students' progress throughout the year as a Class teacher.
- Preparation of Question papers and Marking scheme.
- Judged inter house story telling competitions and Shakespeare's act.
- Trained students in MC for school events.
- Create and plan standard-based lessons for diverse group of learners.
- Generating apt worksheets for more practice.
- Aiding in sports day event by training the students according to the events.
- Assisted an entire theatre production for annual day by easy flow of scenes.
- Written blogs for updates on website.
- Readily helped in any art related works around the campus like face painting etc
- Creating content related PPT.

EDUCATION AND QUALIFICATIONS

I have completed my Bachelor degree in English and Communication Skills at Ethiraj College for Women.

SCHOOL:

- 10th std – St.Johns Cbsc School, Mandaveli, Chennai-600028
- 12th –Good Shepherd Mat. Hr. Sec. School, Nungambakkam,Chennai-600034

OTHER ACADEMIC EXPERIENCE

- Capable of conversing in French as I have completed my DELF-2 at Alliance Français of Madras, Nungambakkam.
- Completed 3 levels in Hindi Prachar Sabha Exam

SUMMARY

- A hardworking adaptable staff and experienced freelancer.
- Enthusiastic. Effective. Passionate about overall interest and wellbeing of the students.
- A hardworking adaptable representative of my class.
- Excellent communication skills, both written and verbal.

PERSONAL DETAILS

Full Name:	Preethi Pichappan
Date of Birth:	13 August 1996