

S. RAMALAKSHMI

Contact

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About Me

Organizational leader and educational administrator offering 10 years of experience as middle level leader. Exercises honed competencies in development, implementation and execution of performance-enhancing programs. Outstanding skills in parent communication, conflict resolution and staff management. Known for consistently supporting faculty and staff as advocate leader.

Education

Ph.D. | CLINICAL RESEARCH
SRI RAMACHANDRA INSTITUTE OF HIGHER EDUCATION AND RESEARCH
CURRENTLY PURSUING

MASTER OF SCIENCE IN BIOINFORMATICS
BHARATHIDASAN UNIVERSITY, TRICHY
MAY 2007 – 80 %

BACHELOR OF SCIENCE IN BIOTECHNOLOGY
PONDICHERRY UNIVERSITY
MAY 2005 – 70%

Experience

VICE-PRINCIPAL, HOLY SAI PREPARATORY SCHOOL | COIMBATORE

APRIL 2024 - TILL DATE

- Performed classroom evaluations to assess teacher strategies and effectiveness.
- Administered school budget and tracked expenses.
- Led meetings to convey policy changes, gather information, and assess employee thoughts.
- Trained teachers on effective teaching techniques, classroom management strategies, and behavior modification.
- Monitored student behavior and enforced discipline policies.
- Facilitated continued education for teaching staff through implementation of quality curriculum training and appropriation of necessary resources.
- Acted as principal for day-to-day running of school as well as key decision making.
- Enforced disciplinary policy for both students and faculty.
- Instructed small groups of teachers and students.
- Oversaw schedule management and protocols for orientation, registration, and related activities.
- Met with parents to discuss student performance and behavioral issues.
- Monitored student progress and implemented intervention strategies to support student success.
- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.

Skills

- Strong interpersonal & communication skills•
- MS Office Suite
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership – Collegial and Instructional
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

PRO (PARENT RELATIONSHIP OFFICER), HOLY SAI INTERNATIONAL SCHOOL | CHENNAI

JUNE 2023-MARCH 2024

- Engaged in professional networking to maintain strong relationships with communications and other professionals to drive partnerships and effectively disseminate project ideas.
- Worked to ensure best practices were achieved in all aspects of the daily operation and instruction for the school.
- Actively communicate with the faculty, staff, parents, and management.
- Developed a strong rapport with parents and Vendors
- Effectively oversaw the development of technology for instructional and administrative purposes.
- Maintained advanced knowledge of educational trends and encouraged faculty to implement them.
- Supported an admissions committee and worked with them to achieve goals • Involved in recruitment and training staff.
- Moderated disputes and grievances between parties with a speedy and fair resolution
- Obtained feedback from parents regarding student learning success and classroom instruction.

ACADEMIC COORDINATOR, HOLY SAI INTERNATIONAL SCHOOL | CHENNAI

JUNE 2014 -MAY 2023

- Involved in training, planning and organising events in both academic and non- academic.
- Effectively assisted in leading the Primary curriculum addressing the improvement in all students.
- Consistently exhibited personal and professional leadership to work toward and achieve goals.
- Planned, organized, supervised and evaluated all school programs.
- Coordinated the supervision and evaluation of staff members in conjunction with the principal.
- Organized standardized testing procedures to ensure compliance with school policies.
- Optimized classroom transitions while encouraging and reinforcing student instruction and liaising with administration department leaders.
- Recruited and hired staff members to help implement program initiatives.
- Initiated new learning methods to achieve total student comprehension while curbing learning time.
- Managed curriculum implementation and continuous improvement of industry best practices.
- Moderated disputes and grievances between parties with speedy and fair resolution.
- Monitored and tracked students' academic progress to encourage successful learning outcomes.

Activities and Interests

- Music
- Arts
- Travel
- Crafts

Professional Certification

Cambridge International Certificate for Educational Leadership (CICEL) with distinction

BIOLOGY TEACHER & MIDDLE SCHOOL COORDINATOR, SARASWATHI VIDYALAYA | CHENNAI

JUNE 2013 - APRIL 2014

- Developed materials for laboratory activities, homework assignments, and handouts to facilitate learning.
- Established positive and encouraging relationship with students and helped to foster appreciation for biology and science.
- Prepared individualized lesson plans and educational materials to structure biology curriculum to needs of each student.
- Scheduled appointments with parents to discuss student progress and classroom behavior.
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.
- Evaluated students' academic and social growth, kept appropriate records, and prepared progress reports to gauge performance.
- Monitored student progress and provided feedback to both students and parents.
- Developed and implemented variety of instructional strategies to meet diverse needs of students.
- Built variety of formative and summative assessments to measure student progress.
- Collaborated with colleagues and staff to develop and implement an appropriate and powerful Biology curriculum for Grades8-12.
- Designed and implemented assessments that measured progress towards middle-school curriculum standards.
- Nurtured on-going professional development in content area and pedagogy by attending conferences and remaining committed to learning.

BIOLOGY TEACHER & PROGRAM COORDINATOR, GEETANJALI IIT OLYMPIAD SCHOOL| HYDERABAD

JUNE 2010 - APRIL 2013

- Leveraged diverse learning strategies to prepare students for higher- level education requirements.
- Assessed submitted class assignments, determined grades, and reviewed work with struggling students to boost success chance.
- Evaluated students' academic and social growth, kept appropriate records, and prepared progress reports to gauge performance.
- Established and maintained professional relationships with students, staff, parents and community members.
- Assisted in development of college and career readiness programs.
- Assisted in development of extracurricular activities and special events.

LECTURER| INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE | PONDICHERRY

JUNE 2007 - MAY 2010

- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Participated in conferences and professional development opportunities to stay up-to-date with latest trends in field.
- Conducted individual research projects to actively contribute to institution's research work.
- Mentored and advised students to explore career pathways based and amplify knowledge, skills and strengths.
- Developed semester outlines and instructional plans for each class session to comply with stated course objectives