ARCHANA S

Faculty of English



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As an English faculty cum curriculum designer, I am a highly adaptable and passionate educator with a strong background in designing and implementing innovative interventions for optimized learning and achievement. With expertise in English language instruction and curriculum design, I can develop engaging and effective educational materials that meet the needs of various learners. I am committed to providing a safe, inclusive, and collaborative learning environment that encourages students to develop a love of learning and an interest in English and literature. As a lifelong learner, I stay current with current educational trends and developments to improve my skills and knowledge.

EDUCATION

- Master of Arts in English- Annamalai University, June 2018
- Bachelor of Education in English- Nairs college of Education, May 2013
- Bachelor of Arts in English- Periyar Maniammai University, 2012
- Diploma in Teachers Education- Nairs Teachers training college, May 2009
- HSC- GHSS- May 2009
- SSLC- PMS- MAY 2007

LANGUAGE

- English
- Tamil
- Malayalam

EXPERTISE

- Course planning
- Customized training
- Instructional Design
- Structured training manuals
- Curriculum design
- Learning strategies
- Course management
- Training program development
- Organizational performance
- Implementation support

EXPERIENCE

Experience Curriculum Designer- Embibe, May 2021- May 2023

- Conducting skills gap analyses companywide.
- Designing a detailed educational curriculum, including topics, dates and the number of hours required per course.
- Creating engaging training course content (videos, quizzes and activities).
- Set learning objectives for each course.
- Determine evaluation criteria.
- Organize physical and digital resources for instructors and trainees.
- Provide manuals and guidelines on how to use online training material. Follow up with trainees and instructors after each course and collect feedback
- Keep track of training costs.
- Research and recommend modern educational methods.

CS Associate- Amazon Development Center, August 2020 - Feb 2021

- Responding to Customer Inquiries
- Resolving Customer Issues
- Documenting Interactions
- Providing Feedback and Insights
- Maintaining Knowledge and Skills

Evaluator- Digital Nirvana Pvt ltd (2014-2015)

- Evaluated and scored written responses to English language prompts or tests, ensuring accuracy and consistency.
- Provided detailed feedback to test takers or students on areas of strength and weakness in their English language skills.
- Utilized rubrics or other evaluation tools to objectively assess English language proficiency.
- Maintained accurate and organized records of evaluations and scores. Collaborated with other evaluators or stakeholders to ensure fair and consistent evaluation practices.
- Stayed up-to-date with current trends and developments in English language assessment and evaluation.
- Continuously monitored and evaluated the effectiveness of evaluation tools and practices, making recommendations for improvements as needed. Provide training and support to other evaluators or staff on English language evaluation practices and procedures

CERTIFICATIONS

- Instructional Design Course- Henry Harvin Education, 2023
- Instructional Design for Learning and Development -2022
- Canva for Teachers
- Collaborating with G Suite Apps
- Create a Storyboard using Canva

English Faculty-Kamaraj Matriculation Higher Secondary School (June 2013-April 2014)

- Prepared and delivered engaging and effective English language lessons.
- Set and graded assignments, quizzes, and exams.
- Monitored and tracked student progress and provided feedback to help them improve.
- Managed classroom behavior and ensured a safe and inclusive learning environment.
- Collaborated with other teachers to ensure a coordinated approach to curriculum and assessment.
- Provided additional support to students who were struggling with their English language skills.

English Faculty- Bishop Francis Matriculation School (June 2012- May 2013

- Facilitated discussions and debates on literature and language, encouraging critical thinking and analysis.
- Developed and implemented creative lesson plans to engage and challenge high school students in English language skills.
- Provided one-on-one support to high school students struggling with reading, writing, or comprehension skills.
- Created a positive and supportive classroom environment that fostered learning and growth for all students.
- Coordinated and led extracurricular activities such as book clubs or writing workshops to further students' English language skills and interests.
- Collaborated with other teachers and school administrators to develop and implement school-wide initiatives related to English language teaching.
- Maintained accurate records of student progress and communicated effectively with parents/guardians about their child's performance. Encouraged high school students to develop their own unique writing voice and style through personalized feedback and support.