

The HR Manager,

Sub:- Application for the position of Vice Principal

Dear Sir / Ma'am,

I am pleased to submit my resume for the position of Vice Principal in your esteemed institution.

As an accomplished educator with 21 years of operational, planning, and administration experience, I am well prepared to significantly contribute to your goals and objectives in this role.

My current position as Academic Coordinator involves curriculum development, preparing and managing assessment strategies, selection, orientation and training of faculties and supervising performance and progress of students and colleagues.

My academic skills have been finely honed, and I am confident my strengths and achievements will make an immediate and positive impact on your school. The chance to offer more insight into my qualifications would be appreciated.

Please find my enclosed profile which provides further information.

Thanking you and looking forward to hear from you.

Yours' truly,

Sd/-

RESHMI R NAIR

Reshmi R. Nair



Professional Experience

2013 - Till date

Amber Valley Residential School (ICSE), Chikmagalur, Karnataka, India.

Responsibilities as an Academic Coordinator

- Coordinates the curriculum framework
- Checks yearly plans and lesson plans.
- Assists in updating lesson content and teaching methodologies.
- Heads the examination committee.
- Verifies the question papers for various assessments
- Analyses performance graph of students in various subjects and suggests remedial measures
- Member of the faculty selection panel
- Manages orientation and training of new faculties
- Supervises performance and progress of colleagues
- Prepares timetable and annual calendar
- Handles Science

Additional duties and responsibilities;

- Head of open day committee.
- Coordinates parent meeting and events like exhibition and project days
- Coordinates camps and tours
- In-charge of Junior school in the absence of the Principal
- Prepares daily schedules and monitors the dorm parents

2000 - 2013

Bharatiya Vidya Bhavan (CBSE), Thiruvananthapuram.

- Taught Science and Geography at Elementary / Middle Level.
- Question Paper Preparation Committee member.
- Coordinated science, health and wellness club.
- Member of the Sports and Arts Committee.
- Co-curricular coordinator for two years.
- Took active role in All Kerala Bhavan's Youth Festival.
- Conducted science exhibitions.



Present Address

Bangalore - 562125.

Permanent Address

Trivandrum, Kerala, India.



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LinkedIn

[Reshmi R Nair](#)

Summary

An organized, **21 years experienced** professional who enjoys working with students and have experience in ICSE and CBSE streams.

Adept at using teaching techniques that benefit the learners and believes in positive reinforcement. A good team player and willing to learn and contribute my knowledge and skills to the students and school.

- Prepared students for dramas, tableau etc. for school / inter- school events.
- Worked as Editor and Member of school magazine committee.
- Parent Teacher Committee member for 13 Yrs

Skills

- Excellent communication skills
- Teamwork
- Ability to meet tight deadlines and work under time pressure
- High work standards
- Problem solving
- Decision making
- Organizing and planning
- Flexibility and adaptability

Education

1994-97

B.Sc. Botany from University of Kerala

1997-98

B.Ed. in Natural Science from University of Kerala

1999-2001

MA Sociology from University of Kerala - 2001

PROFESSIONAL DEVELOPMENT PROGRAMMES

- Introductory Cambridge Primary Science course conducted by Cambridge Assessment International Education. -Online
- International Leadership and Organizational Behaviour. Universita Bocconi through Coursera.
- Teaching Character and Creating Positive Classroom. Relay Graduate School of Education through Coursera.
- Workshop on Jolly Phonics
- Get Organized How to be A Together Teacher. Relay Graduate School of Education through Coursera.
- **Counselling Training** Programme for Teacher's conducted by Loyola College, Trivandrum
- Workshop by **NISH** on how to handle differently abled children.
- Teacher Training Series GESE Grade 1- Trinity College London.
- Jolly Phonics Online Training workshop by Sue Lloyd, Jolly Phonics co-author.
- ICSE -Pedagogy of Science -Nishta Online Course
- Understanding children-How children learn-Nishta Online Course
- Involvement of parents and communities in FLN-Nishta Online Course .
- National online workshop by ICSL on writing effective multiple choice questions.

References

Mr. Rajput Surendra Mansingh,
(Former Principal, Amber Valley Residential School, Chikmagalur, Karnataka, India)
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