

CURRICULUM VITAE

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Objective

To provide quality education using communication and language skills and maintain objectives which should benefit the organization and in turn receive professional satisfaction

Highlights Of Experience

Over 20 years of experience in the field of:

- Teaching English to all levels.
- Supervising and mentoring peers and students
- Planning scheme of study.
- Preparing tests and exams
- Working as Examiner for public exams (ICSE Delhi)

Over 3 years of experience as Administrative Officer/ Principal of an institution

- Planning the curriculum
- Recruiting staff and allotment of duties
- Planning and procuring books and materials
- Organizing workshops and seminars for teachers

Work Experience:

Sept 2008
To
Present

Dhofar University

English Language Instructor (Foundation Programme)

- Preparing syllabus/plan of study
- Preparing tests and exams
- Maintaining records for attendance and grades
- Administering IELTS exams and assessing Writing and Speaking modules
- Contributing suggestions and preparing agenda for meetings
- Attending workshops and seminars
- Advisor/class in-charge mentoring and monitoring progress

Work Experience:

Sept 2001 To June 2008	Ministry of Education (Dhofar Governorate) Salalah, Sultanate of Oman Senior Teacher of English
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- Distribution of work and duties
- Peer observation and writing reports
- Planning and monitoring students activities
- Preparing tests and exams
- Coordinating activities of the department
- Organized activities/competitions
- Preparing activities for students' portfolios

Work Experience:

Sept 1997 To June 2001	Sri Vijay Vidyalaya Matriculation School (Boys) Dharmapuri, Tamil Nadu, India Adminstrative Officer & Senior Teacher of English
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- Recruited staff
- Distribution of work and duties
- Registration and admission of new students
- Planned and monitored students activities
- Prepared tests and exams
- Coordinated activities for students' clubs
- Organized activities/competitions
- Prepared and edited school magazine
- Organized workshops and seminars for staff and students

Work Experience:

June 1994 To June 1997	Sri Jagadguru Renukacharya College Bangalore English Lecturer
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- Planned and monitored students activities
- Prepared tests and exams
- Coordinated activities of the department
- Organized activities/competitions
- Served as member of Cultural committee member

Work Experience:

June 1987 To June 1994	B P Indian Public School Bangalore Senior English Teacher
<ul style="list-style-type: none">• Planned and monitored students activities• Prepared tests and exams• Prepared staff and class time-tables• Organized activities/competitions• Served as Supervising Examiner for ICSE exams• Coordinated/ organized programmes for annual day	

Educational Qualifications:

July 2007 To August 2007	Cambridge CELTA ECC Phuket, Thailand
June 1992 To April 1994	M.Phil (English) Madurai Kamaraj University Madurai
June 1984 To April 1986	M. A (English) Phonetics & Linguistics Bangalore University
June 1982 To May 1983	B.Ed (English & Natural Science) M E S Teachers' College Bangalore
Jan 1976 To Dec 1976	I C S E Cluny Convent High School Bangalore

<i>Workshops and Training attended:</i>	
2010	Writing across the curriculum Centre for Teaching and Learning Dhofar University
April 2009	Successful Teaching & Critical thinking CTL in collaboration with University of Toronto, Canada
March 2009	Cooperative Learning in the English classroom Centre for Teaching and Learning
Dec 2003	Presented a paper -Basic Instinct- English Learning in Oman Regional English Teachers' and Inspectors' Forum

<i>Other achievements and Personal Details:</i>	
2010	Received the best project award for the Newsletter-FP Chronicle (Cultural Week Project)
2007	Received the Distinguished Teacher award in 2007 – Ministry of Education Dhofar Governorate, Sultanate of Oman
1976-1982	Received certificates in sport at school and college activities
Languages known	Arabic (working knowledge), English, Tamil, Kannada, Hindi, Malayalam

Sucharitha R
CV 2010