**SANJITA PANDA**

**Mail :sanjitap1970@gmail.com**

**SENIOR ACADEMICIAN &FREELANCER**

**PROFILE**

* An erudite academician with high caliber and extensive experience of **22 years** in developing results driven curriculum and delivering enthusiastic instruction to a wide range of aspiring professionals and business leaders of tomorrow.
* **Qualified MA English, B.A and B. Ed, committed to inculcating a passion for learning, creating multi cultural awareness through teaching the fundamentals of English Language**
* Adept at providing visionary leadership to both academic as well as administrative personnel in the wider issues of running a financially and academically successful institution of higher learning to cater to a large student community demanding strict quality standards for the service they have come to avail.
* Possess strong and excellent academic standing with rich exposure of training students / professionals. Gained expertise in “Educating the Educators” after receiving training for imparting training to the educators

**Core competency across**

Linguistics & Phonology, Vocabulary, Grammar, Pronunciation, Vocal inflections, Practical correcting tools, Modern English Usage & Grammar, Theoretical & Applied Linguistics, Stylistics

**PROFESSIONAL EXPERIENCE**

**DELHI PUBLIC SCHOOL since June 2010**

**TGT English**

* As a teacher, handling the entire range of responsibilities for the classes 8, 9 & 10 including setting of syllabus and time tables, coordinating various classes and activities, evaluating answer sheets and preparing results.
* Manage classroom coverage of assigned subject i.e. English as per new CCE pattern to students and lead the efforts across honing the linguistic abilities of the students.
* Collaborate with fellow lecturers on lesson plans and perform administrative tasks viz. recording attendance, managing student portfolios & providing assistance to students.
* Enhance classroom learning environment and act as a facilitator to promote student leadership in initiating and creating positive learning opportunities.
* Increase reading levels devoting additional time on reading and Language Arts within the classroom; effectively alter lessons to accommodate lower reading and language levels.
* Act as a facilitator to promote student leadership in initiating and creating positive learning opportunities.
* Receive consistently glowing evaluations from students and supervise administrators.

**DELHI PUBLIC SCHOOL, Andhra Pradesh, India June 2008 – Apr 2010**

**Trained Graduate Teacher**

* Embedded sound, validated and appropriate teaching methods into all aspects of teaching practice of assigned subject as per academic curriculum.
* Worked as the Class Teacher for Class IX and planned and taught well-structured lessons and adapted teaching techniques including IT and Project based learning to respond to the strengths and needs of all individuals and groups of students.
* Promoted good learning progress and made accurate and productive use of assessment and self-evaluation of own teaching, to ensure best possible outcomes for students
* Created comprehensive classroom assessment methods and adopted effective techniques tools that were compliant with the CCE pattern.
* Identified areas of improvement while working with students and effectively coached them to improve their performance consistently
* Formulated syllabus and made it available to students after getting it approved.

**DAV PUBLIC SCHOOL, Andhra Pradesh 1996 - 2008**

**Senior Trained Graduate Teacher (2001 – 2008)**

Joined as a Primary Trained Teacher in August 1996 & was promoted to TGT grade in 2001

* Maintained effective behavioral management within the classroom incorporating motivational activities and positive reinforcement strategies.
* Liaised with parents to ensure they are fully informed and can take joint responsibility for supporting their child’s learning.
* Prepared and administered examinations; graded them in a timely manner and provided feedback to the students.

**GOOD SAMARITAN HIGH SCHOOL, Andhra Pradesh, India Jun 1996 – Jul 1996**

**Secondary School Teacher**

**PNMR HIGH SCHOOL, Andhra Pradesh, India Jan 1995 – Dec 1995**

**Secondary School Teacher**

**SRI VANI NIKETAN HIGH SCHOOL, Andhra Pradesh, India Aug 1994 – Jan 1995**

**Secondary School Teacher**

**BJB ENGLISH MEDIUM SCHOOL Aug 1993 – Jul 1994**

**Assistant Teacher, Odisha, India**

**ADDITIONAL RESPONSIBILITIES HANDLED ACROSS THE CAREER PATH**

* Given the responsibility of working as In-charge for Inter School Competitions, Teacher Training programmes along with preparation of Teaching Projects
* Successfully worked as a Guide for junior teachers to facilitate them in preparing worksheets and projects for Primary level
* Display compassionate and positive towards General Student counseling and Students with Learning disability (Dyslexia/Autism)
* Functioned as Examiner for evaluating CBSE examination (10th) answer sheets since 6 years
* Distinction of being chosen to prepare and recommend Sample Question papers for CBSE ( Class IX & X)
* **Work as a Freelancer and write articles and blogs.**
* Conduct Olympiad competitions in school.
* Carried out Invigilation duties for Public service exams other than Board & school exams and Election duties as and when required
* Worked as an active member of Sneha & Srujana MT Club (Master Trainer Club) Trimugherry Cluster, Secunderabad, AP India
* Maintained active coordination with Intel & NIIT@School for development of IT in School.
* Planned and implemented programs as Master Trainer for Teachers – Intel Programme

**EDUCATIONAL CREDENTIALS**

**Bachelor in Education 1995** Annamalai University

**Post Graduation 1992** Dept. of English, Utkal University, Orissa

**Graduation 1990** Sailabala Woman’s college Cuttack, Utkal University, Orissa

 **(10+2) 1987** K.V. FCI Township, Talcher, Orissa

**Board of Secondary Education (10th class) 1985** FCI Higher Secondary school

**Computer proficiency** Power point, MS Word, MS Excel, MS & Macromedia Flash

**PROFESSIONAL ENHANCEMENT EFFORTS**

**Courses Attended**

* PRMT (Master Trainer) conducted by INTEL
* Macromedia Flash conducted by NIIT @ school.
* Refresher course for Project based learning conducted by INTEL

**Workshops & Seminars Attended**

* 3 day workshop conducted at DAV Chandigarh for course planning and sample paper making as per CBSE syllabus for class IX
* 7 days workshop at DAV Hansraj Model School, New Delhi on Educating the Educators
* 3 days workshop at CIEFL, Hyderabad on Mentoring (Mentor Orientation Programme 7th to 9th Feb 2001)
* Attended several other workshops (In-house) for improving the quality of education
* Seminar on methodology in English Teaching on 27th & 28th Oct 1997 at DAV Public School Safilguda, Secunderabad.

**SEO content writer**

Clear and effective communication is the key to promote Ideas and Products in today's modern business world. Many successful businesses utilize the **High-Quality Written Content** to promote their**Product and Services.**

I am Professional Writer and have been serving highly satisfied clientele for the past 5 years. It is my great pleasure to inform you that I have a list of highly satisfied clientele associated various sectors such as those in technology providers, food-and-beverage services, restaurants, software development, advertising, health care, forex and SEO services. My long-term working relationship with my clients is proof of my Efficiency, Reliability, and Skills.

I am very much hopeful that I will be working with your prestigious company soon, and look forward to your favorable response.

**My Services**

I provide two types of basic services: **SEO and Ezine Article Writing and Editing Task**

My professional writing and editing services fall into various categories, like:

* **Article Writing and Re-writing that are SEO Oriented**
* **SEO Web Content Development**

*Besides providing these basic writing and editorial services, I also offer (as you may require);*

**My other relevant services include**

* **Brochures, Flyers, Posters and Point of Sale Promotional Material**
* **Press Releases**
* **Progress Reports**
* **Magazine Content**
* **Blog post**
* **Promotional Features**
* **Business Presentations**
* **Highly Informative Articles**
* **Technical Writing**
* **Web page Design**
* **Guest post**
* **News Writing**
* **Product description**
* **Academic writing**

 I assure you that by hiring me, you will acquire the partnership of a person who understands your company's needs for growth and development.

I hope to create a long lasting relationship with your company.

**My link:** [**http://ezinearticles.com/?expert=Andy\_Gabriel**](http://ezinearticles.com/?expert=Andy_Gabriel)

<https://in.linkedin.com/pub/sanjita-panda/29/a34/296>