
EDUCATION AND TRAINING CONSULTANT



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TELEPHONE

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OBJECTIVE

To get in to a full-time education consulting role and deliver successful programs for schools/ well known educational institutions

SKILLS

English Language teaching,
Project planning, coordination and delivery
Resource management and creating roles and responsibilities matrix
External and Internal Stakeholders

EXPERIENCE

EDITOR, DREAMLAND PUBLICATIONS

Sep 2021 to Present

Writing storybooks, activity books and textbooks for children. Finalising content, graphics and design of the overall book.

CONTENT MANAGER, TAKSHILA LEARNING PRIVATE LIMITED

Nov 2020 to August 2021

Writing blogs, editing online content and updating and finalising content for publishing on the edutech company's website.

EDITOR, SAPPHIRE INDIA PUBLISHERS PVT LTD

June 2019 to Feb 2020

Overseeing educational content for schools/college. Editing the finalized document and approving for publishing. Managing team and coordinating with the design team for approving the overall layout, art and pictorial outlook of the text.

CONTENT MANAGER, CONTRACT ROLE AT ONGC

April 2019 to June 2019

Complete research and create digital content for publishing online
Finalising content for publishing on company's web page
Uploading the approved content

SOCIAL MEDIA CONTENT MANAGER, LAAVI'S MAKEOVER

August 2018-March 2019

Wrote social media copies for Instagram, Facebook
Helped promote the reach of a small scale make-over and beauty page

CHENNAI PUBLISHING SERVICES, TEAM LEAD & PROJECT COORDINATOR

Jan 2017 to Nov 2017



Project management, conducting workshops with client to finalise requirements and scope of work. Handling other specific requirements from the publisher and author respectively.

Allocating work to internal resources and freelancers, as appropriate and manage budget allocated for the project.

Conducting briefing sessions to the team about the project. Lead meetings to review progress, track issues.

Managing and co-ordinating the schedule of level 2 books

Performing quality check and moving the book/journal to the next process

COMMUNICATIONS WORKSHOP FACILITATOR

Dec 2016 to March 2017

Created training English communication content and delivered to adult learners on part-time basis in various educational institutions within India (in different cities, as per client's requirement)

Successfully delivered 16 training sessions over 6 months.

SCIENTIFIC PUBLISHING SERVICES(SPS) PVT. LTD

ASSISTANT MANAGING COPY EDITOR/ LANGUAGE EDITOR

Dec 2015 to Dec 2016

Initial screening of manuscripts subsequently assigning to resources assigned to the project

Resource planning basis experience and qualification to deliver on the allocated project

Managing and co-ordinating the book publishing schedule

Performing quality check and moving the book publishing to the next project phase

Handling complaints, suggesting corrections

Imparting training and feedback sessions for the team &

Summarising a post project completion review providing lessons learnt for incorporating in the next book publishing project



CADD TRAINING SERVICES PVT.LTD
CONSULTANT – CONTENT DEVELOPMENT
Oct 2014 to Nov 2015

Supported companies 5 divisions in developing digital contents to be published on companies webpage
Creating and finalising content for the web page, blog and the monthly newsletter and updating the events
Coordinating the publishing schedule with the Divisional Leads

PREMEDIA GLOBAL PVT.LTD
CONTENT WRITER
April 2013 to Sep 2014

Part of the content writing team and worked on projects such as: -
Interactive Lectures
- Alternative text (Alt-text)
- Keywords

Some of the other projects included book writing on: -

- Door Supervisors manual
- Systems book on Heavy Duty Trucks (HTML Coding)

Developed presentation material (PPT) and instructor manual (IM) for text material, published by Pearson

SAPPHIRE INDIA PUBLICATIONS
EDITOR

Nov 2011 to Dec 2012

Developing study materials and school text books for Grades 6- 8.

Text book projects included: Science, General Knowledge, and Computer Science for Grades 6 to 8.

Conducted workshops for Primary and Secondary teachers in schools like Bal Bharti and Gyan Bharti in personality development and communication skills.

STRAIGHT FORWARD PUBLISHERS AND KIRAN PUBLICATIONS
FREE LANCE (PART TIME)
Jan 2000 to Dec 2010



Created and finalised test banks and solutions for competitive examinations:

- Bank Probationary Officers,
- Staff Selection Commission (Indian Body setting entrance exams for various levels of Central & State Government jobs), and
- English language and communication for IGNOU, India.

EDUCATION

MASTER OF EDUCATION (M.ED) – MAY 2012

SN Educational Research and Examination Board, Kerala

BACHELOR OF EDUCATION (B.ED) – MAY 2008

Annamalai University, Chennai

MASTER OF ARTS (M.A) English – MAY 2001

Delhi University, India

BACHELOR OF ARTS – SEP 1997

Delhi University, India

DTEA SR. SEC. School, Delhi, India JUN 1994

Senior School Certificate Examination with English and Sanskrit