

# BHUVANESWARI PALANISAMY

Academic Coordinator

## CONTACT :

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## TECHNICAL SKILLS

- Curriculum Development
- Academic Coordination
- Educational Leadership
- Teaching Strategies
- Classroom Management
- Program Development
- Policy Implementation
- Mentoring
- Assessment Design
- Educational Standards

## SKILLS:

### Core Competencies:

- Instructional Design
- Program Management
- Faculty Development
- Stakeholder Communication
- Performance Improvement

### Soft Skills:

- Communication
- Leadership
- Adaptability
- Teamwork
- Engagement

## HOBBIES

- Reading
- Mentoring
- Volunteering
- Professional Development

## CAREER OBJECTIVE

- Enthusiastically seeking an Academic Coordinator position to leverage expertise in curriculum development, educational leadership, and student engagement to drive continuous improvement and academic excellence within a dynamic educational environment. Aiming to foster a collaborative learning atmosphere and enhance educational outcomes, utilizing demonstrated communication and coordination skills to support faculty, students, and parents in achieving academic success.

## PROFESSIONAL SUMMARY

- Experienced Academic Coordinator and Educational Leader with a proven track record of enhancing student engagement, improving educational outcomes, and fostering collaborative learning environments.
- Expertise in curriculum development, aligning academic programs with national standards, and facilitating effective communication between faculty, staff, and parents.
- Successfully coordinated academic workshops and seminars, enhancing student engagement and contributing to improvements in educational metrics.
- Proficient in implementing innovative teaching methods and strategies to accommodate diverse learning preferences and improve overall student performance.
- Demonstrated ability to develop and maintain strong relationships with parents and community members to support various school initiatives.
- Accomplished Vice Principal with experience in school administration, policy implementation, and continuous improvement initiatives.
- Proven skills in assessing individual student needs, creating engaging classroom environments, and actively monitoring student progress.
- Dedicated Teacher with a passion for delivering quality education, fostering inclusivity, and collaborating with fellow teachers to enhance the curriculum.
- Possesses strong leadership, communication, and teamwork skills, complemented by adaptability and a commitment to academic excellence.
- Master of Education and extensive training in various teaching methodologies including TEFL and Montessori, ensuring a well-rounded and effective approach to education.

## EDUCATION

- BSC MICROBIOLOGY** (Jun 1994 - May 1997)  
SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE FOR WOMAN
- MSC MICROBIOLOGY** (Jun 2009 - Jan 2011)  
PERIYAR UNIVERSITY
- MASTER OF EDUCATION** (Jun 2018 - May 2020)  
JAIRUPA COLLEGE OF EDUCATION
- TEACHING ENGLISH AS FOREIGN LANGUAGE** (Jun 1997 - May 1999)  
ASIAN COLLEGE OF TEACHERS
- MASTER OF ARTS** (Apr 2016 - Dec 2017)  
ANNAMALAI UNIVERSITY
- ELEMENTARY LEVEL TRAINING** (Jun 2011 - May 2012)  
INDIAN MONTESSORI TRAINING COURSE

## WORK EXPERIENCE:

### Academic Coordinator

Viswadeepthi Matriculation Higher Secondary School (May 2024 - May 2025)

Oversaw academic curriculum implementation, coordinated academic programs, fostered staff collaboration, enhanced student engagement, and supported instructional strategies.

- Coordinated the development and implementation of academic curriculum aligning with educational standards.
- Facilitated collaborative initiatives among teaching staff to enhance instructional strategies and improve student outcomes.
- Managed and organized academic programs, workshops, and seminars to promote student engagement and enrichment.
- Served as a key liaison between faculty, staff, and parents, ensuring effective communication regarding academic matters and student progress.
- Provided support and guidance to teachers on instructional methodologies and classroom management techniques.

### Achievements:

- Enhanced student engagement in academic programs through the effective coordination of workshops and seminars.
- Improved alignment of curriculum with national standards, contributing to enhanced educational outcomes.
- Streamlined communication processes between faculty, staff, and parents, resulting in improved information flow and stakeholder satisfaction.

## Vice Principal

### PMG Matriculation Higher Secondary School (Jul 2020 - Apr 2023)

Managed school administration and leadership: improved student performance and cultivated a positive learning environment by managing daily operations, cultivating relationships and improving policies.

- Collaborated with educators to cultivate a positive learning environment, focusing on the enhancement of student performance.
- Oversaw daily school operations, addressing challenges to maintain an effective academic setting.
- Implemented strategies to enhance student academic achievement and engagement across various disciplines.
- Promoted a culture of continuous improvement by facilitating professional development opportunities for the teaching staff.
- Built strong relationships with parents and community members to foster support for school initiatives.
- Ensured the consistent execution of school policies to maintain a secure and effective learning environment.

#### Achievements:

- Enhanced student academic achievement and engagement through the implementation of targeted strategies.
- Cultivated continuous improvement through professional development opportunities for staff.
- Improved parent and community support for school initiatives via strengthened relationships.
- Maintained a safe and effective learning environment through consistent policy enforcement.

## Teacher

### Vidya Nethra International School (May 2016 - Apr 2019)

Created student-centered environments, monitored student progress, delivered engaging lessons.

- Addressed diverse learning styles and individual needs by differentiating instructional approaches to facilitate student comprehension and engagement.
- Cultivated a dynamic and inclusive student-centered classroom environment conducive to active participation and collaboration.
- Monitored student progress through varied assessment strategies, adapting instructional techniques based on performance outcomes.
- Designed and implemented engaging lesson plans aligned with curriculum objectives to stimulate student interest and academic growth.
- Utilized effective classroom management strategies to create an orderly and supportive learning atmosphere.

#### Achievements:

- Addressed individual student needs thereby enabling conducive learning environment.
- Monitored student progress which helped to adapt teaching styles.
- Implemented classroom management strategies by which helped in supportive learning.

## Teacher

### Vishwa Sishya Vidyodaya CBSE School (Oct 2013 - Mar 2016)

Delivered curriculum, fostered inclusion, innovated methods, engaged parents, collaborate with educators.

- Developed and delivered quality education fostering an inclusive classroom environment for diverse student learning styles.
- Crafted lesson plans designed to engage students and boost academic performance across various subjects.
- Employed innovative teaching methods incorporating different learning preferences to maximize student comprehension and retention.
- Encouraged active parent engagement to discuss student progress and address educational concerns collaboratively.
- Collaborated actively with fellow teachers to enhance curriculum development and overall student learning experiences.

#### Achievements:

- Increased student engagement and improved performance via designed lessons.
- Accommodated learning preferences using innovative teaching methods.
- Strengthened parent-teacher dialogue by encouraging communication and feedback.

## Teacher

### Bharathi Matriculation Higher Secondary School (Jun 2008 - May 2011)

Delivered curriculum, employed engagement methods, assessed performance, created support.

- Created and executed engaging lesson plans aligning with curriculum objectives, fostering student participation and enhancing comprehension.
- Employed diverse teaching methodologies to cater to varying learning styles and promote student engagement within the classroom.
- Regularly assessed student performance through comprehensive formative and summative assessments to monitor progress and identify areas for improvement.
- Cultivated a supportive and inclusive classroom environment, encouraging student collaboration and promoting a positive learning culture.
- Maintained open communication lines with parents, providing regular updates on student progress and addressing concerns promptly.

#### Achievements:

- Enhanced classroom participation.
- Elevated student engagement.
- Conducted formative assessment.

## Teacher

### Blue Bird Matriculation Higher Secondary School (Jun 2004 - Apr 2008)

Developed lesson plans, applied strategies, conducted assessments, maintained inclusion, promoted communication.

- Designed comprehensive lesson plans that adhered to curriculum standards, promoting student engagement and comprehension.
- Applied varied instructional strategies, catering to individual learning preferences to maximize understanding across diverse subjects.
- Conducted regular student assessments using different methods, monitoring progress and providing constructive feedback for improvement.
- Maintained a conducive and inclusive classroom atmosphere, fostering a collaborative and respectful environment.
- Promoted positive interaction with parents via consistent communication channels, offering updates on student performance and addressing concerns.

#### Achievements:

- Enhanced comprehension through diverse strategies.
- Provided regular assessments.
- Maintained an inclusive environment.