

ANUJA GURELE

Academic Operations and Learning Delivery | Training and Calibration | Remote, India-based

[Add phone | email | city | nationality | notice period here]

PROFILE

Education, EdTech and training professional with 6+ years of experience owning planning, delivery and quality for large, deadline-driven programmes, including school-facing EdTech work in Bihar. I coordinate networks of evaluators and facilitators (130+ across 9 cities), run learning content and LMS-based onboarding on Moodle, track participation and performance data, and build processes that hold up as an organisation scales. Comfortable working directly with senior leaders and founders, and leading small teams to deliver on time.

CORE STRENGTHS

Academic Operations and Delivery: End-to-end planning of calendars, timelines and dependencies for multi-city, deadline-driven cycles; scheduling, communications, and monitoring and evaluation

Coordinating Tutors, Experts and Stakeholders: Allocation and management of 130+ evaluators by capacity and volume; training, calibration and alignment of distributed panels

LMS and Learning Materials: Built and maintain Firki (Moodle-based LMS), including asynchronous onboarding modules and training content

Tracking Progress and Performance: Quality and accuracy metrics tracked through each cycle; using data to spot gaps and bottlenecks and improve cycle over cycle

Building Processes and Teams: Rubrics, training systems and workflows that scale; leading a team of 3 Associates with clear goals and timelines

Tools and Languages: Canva, MS Office (Excel, PowerPoint) | English, Hindi, Mandarin (Basic), Spanish (Basic)

PROFESSIONAL EXPERIENCE

Assessment Centre Manager

June 2025 – Present

Teach For India | Fellowship Selections Team | Remote and multi-city

- Own operations, communications, and monitoring and evaluation end to end for a nationwide, deadline-driven evaluation cycle, managing calendars, timelines and dependencies across 9 regional centres.
- Coordinate and allocate a network of 130+ evaluators (selectors) across 9 cities, balancing evaluator capacity against candidate volume each cycle.
- Design and facilitate intensive training and calibration modules that align scoring to a competency-based rubric, minimising bias and variance across evaluators.
- Built and maintain training infrastructure on Firki (Moodle-based LMS), including asynchronous onboarding modules and learning materials for new evaluators.
- Track quality and evaluator performance metrics throughout each cycle, using data to find gaps, course-correct in real time and refine the system.
- Lead a team of 3 Associates across scheduling, allocation, candidate communication and data tracking, setting clear goals and timelines and delivering on time.

Fellowship Selection Evaluator | Consultant

July 2024 – March 2025

Teach For India

- Evaluated 193 applications against a competency-based rubric with 84% average decision-making accuracy, above the 81% national average across the evaluator pool.
- Evaluated 41 applicants at the Final Assessment Centre stage across multiple activities and personal interviews, completing all records within timeline.

Project Manager, MP NIPUN Professional Program

July 2023 – April 2024

Central Square Foundation

- Designed and supervised foundational literacy and numeracy (FLN) material adoption projects across Madhya Pradesh's 52 districts, leading a team of 13 professionals under the Director, Rajya Shiksha Kendra, Government of Madhya Pradesh.
- Set up operating procedures for the state fellowship programme, from onboarding to progress reviews, and ran quarterly meetings with senior state leaders and 52 NIPUN Professionals to align, monitor progress and plan ahead.

- Managed relationships with CEOs, District Collectors and Coordinators across 13 districts, identifying operational challenges and resolving them to improve programme efficiency.

Growth Partner

[Add month, year] (2 months)

Prolieum Learning Solutions | EdTech

- Drove sales generation for the EDAC curriculum, an EdTech product, across 10 schools in Bihar.
- Trained 290 teachers across 5 schools on how to use the EDAC curriculum in their classrooms.
- Managed stakeholder relationships and partnerships with school leadership to sustain engagement with the product.

Manager, Government Relations

March 2022 – March 2023

Teach For India | Ahmedabad

- Developed the 2022–23 and 2023–24 operational strategy for regional initiatives impacting 10,000+ students, managing 35+ teaching volunteers and 7 interns.
- Enabled smooth implementation of the Fellowship Program in 11 government schools through partnerships with the School Board and Ahmedabad Municipal Corporation.
- Launched the Ahmedabad Public Policy Track and co-designed and facilitated upskilling sessions for Fellows on “Education, Policy and Governance.”

Associate, Government, School, and Community Relations

April 2021 – March 2022

Teach For India

- Administered partnerships with 22+ schools and achieved a Net Promoter Score of 64 in the School Head Master Survey.
- Designed and facilitated training sessions for 62 Fellows and a leadership session for 22 school Head Masters; planned placement of 68 Fellows by mapping skills to needs.

Teaching Fellow

May 2019 – March 2021

Teach For India | Ahmedabad

- Taught and coached 68 students across grades 6–8 in a Gujarat Government School towards holistic, joyful learning outcomes.
- Ran financial literacy sessions for 52 parents (38 new savings accounts opened) and crowd-raised ₹32,000 in food relief for 119 people.

EDUCATION

MA, Politics and International Relations

06/2016 – 06/2018

Central University of Gujarat, Gandhinagar | CGPA: 8

Bachelor's, Journalism and Mass Communication

07/2013 – 05/2016

Jagran Lakecity University, Bhopal | CGPA: 7.7

ADDITIONAL EXPERIENCE

- Research Officer, Chennai Centre for China Studies: authored 7+ research papers.
- Intern, Indivillage: designed a project for the Women Mentorship Program. Published two articles for Youth Ki Awaz.