

SWATI SHARMA

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Professional Summary

Experienced educator and IELTS trainer with over 4 years of experience in teaching, student mentoring, academic coordination, and overseas education guidance. Skilled in English Language, Economics, IELTS preparation, lesson planning, student assessment, and academic leadership. Proven ability to improve student performance, support admissions processes, and manage academic operations effectively.

Professional Experience

Academic Head | Admissions Abroad Consultants

- Managed academic counseling and student support for overseas education applicants.
- Coordinated admissions guidance, interview preparation, and documentation support.
- Supervised academic activities and ensured quality student outcomes.
- Worked closely with counselors, trainers, students, and parents throughout the admissions process.

IELTS Trainer | Blue Ocean Visas (2 Years)

- Delivered IELTS training for Writing, Reading, Speaking, and Listening modules.
- Designed customized study plans to improve student performance.
- Helped students achieve higher band scores for study and migration purposes.

English Teacher (Board Classes) | Saint Lawrence International School (6 Months)

- Prepared students for board examinations with a focus on grammar, literature, and communication skills.

English & Economics Teacher | Saint Vivekanand International School (1 Year)

- Developed lesson plans and improved academic performance in English and Economics.

English & Social Studies Teacher | DAV Police Public School (1 Year)

- Created engaging classroom activities and built strong foundational learning skills.

Key Skills

Academic Leadership • Student Counseling • Overseas Admissions Guidance • IELTS Training • English Grammar & Literature • Economics Teaching • Lesson Planning • Classroom Management • Student Assessment • MS Office • Internet & Computer Applications

Education

Master of English (2019) – Kurukshetra University

Bachelor of Education (B.Ed) (2015) – S.N. College of Education, Jagadhri

Master of Economics (2013) – Kurukshetra University

Bachelor of Economics Honours (2011) – D.A.V. College for Girls, Yamuna Nagar

Professional Qualification

HTET Qualified (TGT English)

Certifications

- Masterclass for IELTS Trainers Workshop (Part-1) – British Council India
- IELTS Writing: Understanding the IELTS Assessment Criteria – Teacher Training Program
- King Sejong Institute Course Completion – Imphal Sejong Institute