

VIDHYAPATHY SUBRAMANI

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province, Zambia.

PROFESSIONAL SUMMARY

- ✓ Diligent Teaching Assistant to support course development and academic projects. Assists with teaching students, reviewing papers, and carrying out various administrative tasks. Offers ongoing classroom management support to meet learning objectives under the directive of faculty.
- ✓ Motivated Teaching Assistant with background offering support by working closely with the instructor.
Prepared course materials, proctored exams, and graded exams, papers, and projects. Supported student learning and assisted one-on-one during office hours.
- ✓ Motivated graduate student with experience in teaching undergraduate students about English Language and Literature concepts through lectures, discussions, and hands-on activities. Trained in grading assignments, proctoring tests, and tutoring struggling students. Well-organized and efficient with the desire to help students excel.
- ✓ Dedicated Teaching Assistant with experience in postsecondary education. Graded, evaluated, and revised student work.
- ✓ Talented Research Assistant dedicated to continuous improvement to keep everything running smoothly. Highly analytical and organized in addressing routine needs and managing unique circumstances.

SKILLS

- Teach courses
- Classroom management
- Proctor examinations
- Coordinate hands-on activities
- Lead discussions
- Teamwork
- Verbal communication
- Lesson planning

EXPERIENCE

English Language Lecturer , DMI- St.Eugene University, Zambia. Aug 2024- Present

- Teaching Basic Grammar portions.
- Taking Literature classes.
- Assessment process.
- Assignment and projects.
- Educational Technologies and Methodology.
- Evaluating the assessments.

English Language Teacher Anuvrat High school. Feb 2024 – Aug 2024

- Alternate the class and support students in their learning as directed by the class teacher.
- Support the teacher in preparing resources and equipments
- Performed library database searches to gather research on variety of topics.
- Supported academic and faculty staff members with teaching.
- Taught students how to use laboratory equipment and conduct required experiments safely.
- Prepared and proctored examinations, supervising students carefully.
- Graded standardized assignments using provided answer keys and practical frameworks.
- Evaluated and graded examinations, assignments, and papers.
- Tutored students in individual and group sessions. • Recorded grades in school's electronic system.

Teaching and Research Assistant, VIT University, Feb 2021 - Feb 2024 Katpadi, Vellore, TamilNadu, India

- Liaised with senior staff members to gather research and co-write reports.
- Summarized articles and obtained full-text copies of relevant research reports.
- Prepared presentations to communicate research and gain feedback.
- Performed library database searches to gather research on variety of topics.
- Supported academic and faculty staff members with teaching and research responsibility.
- Taught students how to use laboratory equipment and conduct required experiments safely.
- Prepared and proctored examinations, supervising students carefully.
- Graded standardized assignments using provided answer keys and practical frameworks.
- Evaluated and graded examinations, assignments, and papers.
- Tutored students in individual and group sessions.
- Recorded grades in school's electronic system.
- Moderated online and in-class discussions to expand on course concepts.

Assistant Professor, KMG College of Arts and Science, Jun 2016 - Oct 2020, Gudiyattam, Vellore, TamilNadu, India

- Created brand new course offerings for both undergraduate and graduate students.
- Presented at conferences, providing expertise and maintaining academic credibility.
- Held office hours each week to help struggling students learn materials and improve performance.
- Encouraged debates during and outside of class to develop students' understanding of classroom content.
- Advised students regarding educational requirements for different career options and how to capitalize on studies for later success in field.
- Moderated engaging classroom discussions to lead students into deeper explorations of course topics.
- Assisted students with academic course planning based on vocational desires and individual strengths.

EDUCATION

PhD- Doctor of Philosophy – English, VIT University, Katpadi, Vellore(Pursuing).

(M.A) Master of Arts -English Language and Literature, May 2016.

Govt. Thirumagal Mills College - Vellore, TamilNadu, India.

(B.Ed) Bachelor of Education -English Language and Literature Teaching, Nov 2014.

Vellore College of Education - Vellore, TamilNadu, India.

(B.A) Bachelor of Arts -English Language and Literature, Nov 2013.

Muthurangam Govt. Arts College - Vellore, TamilNadu, India.

CERTIFICATION

- **TEFL(120Hrs)** – **Asian College of Teachers**, Bengaluru, India.
Reg.No.ACT2024-T010-0180.
- Advanced certificate course in Phonics-Level II, STTAR/2024/05/24126.

- Introduction to Behavioral Management course, Prospero Learning.

LANGUAGES

Tamil- Native

English- Fluent

Hindi- Conversational