

Ms. Ronishka Lobo

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Mumbai, India

26th June 1998

Indian

PROFILE

I bring over 5 years of experience in the education sector, having worked in various roles within prestigious institutions in Mumbai, such as Oberoi International School (07/2023 to present), City International School (06/2021 – 04/2023), Treehouse (January 2021- May 2021) and Divine child (June 2019- September 2019). My career has focused on fostering a supportive and collaborative learning environment, working closely with students, parents, and teams to create positive educational experiences.

As I transition into client-facing roles, I am eager to leverage my skills in communication, relationship-building, and problem-solving, which I have honed throughout my career as an educator.

SKILLS

Strengths

- **Managed and nurtured relationships with parents, students, and staff**, ensuring smooth communication and addressing concerns promptly.
- **Developed strong communication skills, both written and verbal**, through regular updates, presentations, and discussions with stakeholders.
- **Adapted to dynamic environments**, handling multiple tasks, managing priorities, and ensuring the best outcomes for all parties involved.
- **Gained experience in negotiation and conflict resolution**, addressing issues and finding mutually agreeable solutions.
- **Demonstrated empathy and emotional intelligence**, understanding and addressing the unique needs of individuals, which will help in creating tailored solutions for clients.
- **Client Relationship Management**: As an educator, built strong relationships with parents, addressing needs and concerns.
- **Adaptability & Flexibility****: Adapted to changing educational environments, meeting diverse student and client needs.
- **Cultural Sensitivity & Empathy**: Respected diverse perspectives in working with students and parents, essential for client interactions.
- **Feedback Management**: Used feedback from parents to improve learning, a skill for enhancing client services.

I am confident that these skills will allow me to succeed in a client-facing role, where I can continue to foster positive relationships, solve problems effectively, and contribute to a company's growth.

PROFESSIONAL EXPERIENCE

Throughout my career in education, I have collaborated with renowned institutions such as Oberoi International, City International, Tree House, and Divine Child schools. This experience has honed my ability to build and nurture strong relationships, manage time efficiently, and adapt to diverse needs.

My role demanded exceptional patience and communication skills, which allowed me to engage effectively with stakeholders, understand their requirements, and deliver tailored solutions. These capabilities have equipped me with the skills necessary to thrive in roles requiring client management, strategic planning, and schedule coordination.

EDUCATION

Bachelor in Arts, Bhavan's College

2013 – 2018

SSC, St. Blaise High School

2000 – 2013 | Mumbai, India

International Teaching Diploma, Asian College of Teachers

2020 – 2021

TEFL, Asian College Of Teachers

2022 – 2023

Certificate In Teaching English Phonetics, Asian College Of Teachers

2022 – 2023

ORGANIZATIONS

Taksheel Foundation, Volunteer teacher

2020 – 2021

LANGUAGES

English

Hindi

Marathi