

NAME: ANKITA RAWAT

Diligent and passionate educator with experience teaching secondary and senior secondary students. Skilled in curriculum planning, student mentoring, assessment design, and departmental coordination. Dedicated to fostering academic excellence and holistic student development.

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EDUCATIONAL BACKGROUND:

- B.Ed. + CTET (English & Social Science)
- Currently pursuing M.A.in English
- UGC-NET (Sociology)
- M.A. & B.A. (Hons.) Sociology

WORK EXPERIENCE:

1. Narayana Institution, Bengaluru [September 2025 - Present]

- Teaching English to Grades 9–10 in alignment with CBSE curriculum.
- Assisted in faculty recruitment by interviewing shortlisted candidates for the English Department.

2. Purkal Youth Development Society Learning Academy, Dehradun [July 2023 - September 2025]

Administrative Responsibilities

- **Reviewing** and approving Formative Assessments (FAs) and lesson plans submitted by fellow English teachers.
- Convening and leading departmental **meetings** to ensure consistency and quality within the English Department.
- Undertaking **resource compilation** to maintain uniformity in the department and support team members.
- Serving as Donor Mentor, **editing and proofreading** donor reports prepared by class teachers for accuracy and grammatical correctness.

Examination & Evaluation Responsibilities:

- Served as CBSE Board Examination **Coordinator** briefly , overseeing the smooth conduct of evaluation processes, ensuring compliance with CBSE guidelines, timely completion of assessment work, and effective coordination among evaluators. (Class X)

Teaching Responsibilities

- Teaching English to Grades 9 and 12, focusing on literature, language skills, and critical thinking.
- Conducting **enhancement classes** to support both advanced learners and students requiring additional academic assistance.
- **Preparing detailed academic and behavioural reports** to track student progress and provide actionable feedback.
- Offering individual counseling to address students' personal and academic concerns.
- Training students in anchoring, debate, elocution, and other public-speaking competitions to build confidence and stage presence.

3. Zomato India's Feeding India Campaign [2023-2024]

- Selected as the Teacher **POC** in PYDS Learning Academy for Zomato's Feeding India campaign.
- **Managed** students' participation and guided them in related activities.
- **Coordinated the first activity**, Anna Rakshak, which focused on raising awareness about food wastage.
- Guided 100+ students to speak for a minute about three ways to reduce food wastage.
- Over 100 students from our school participated, achieving selection in each category: primary, middle, and senior.
- ☆ **Achievement:** A student from grade 4 notably secured third place in the primary category.
- Coordinated the **second activity**, an art competition in collaboration with **Blinkit**, in which three students were nominated among participants from multiple schools across India.
- ☆ **Achievement:** The artwork of one student was selected and featured on a Blinkit delivery bag.

Internship/Volunteering

4. Shri Guru Ram Rai Public School [November 2022 - June 2023] :

- Interned as a teacher.
- Followed duties of the regular teachers.

5. Queer Collective Dehradun [27th November 2021 - 4th November 2022]

(QCD is a non-registered/informal organisation making safe spaces for the LGBTQIA+ community)

- Core Team Member of QCD.
- **Social Media Manager** for QCD.
- Co-handled and **organized meetings**.

6. Muskurahat Foundation [July-Aug 2019, Virtual] :

- Participated in **fundraising** campaign for the underprivileged children.
- Raised Rs 4,377 in a month.

7. Umeed, a Drop of Hope [September 2017, Delhi] :

- Participated in the Project-Knowledge for All (KFA) organised by Umeed.
- Posted as a volunteer.
- Assigned to **teach** the basics (of English, Hindi, and Math) to the children residing in Indraprastha slum.

8. Society for the Promotion of Youth and Masses [September 2017- November 2017, Delhi] :

- Volunteered in **SPYM Drug De-addiction cum Rehabilitation Centre**.
- Worked as a **teacher** ; assisted in literacy classes, life skills sessions, art and craft, and awareness sessions.
- Prepared **reports** after every session.

9. United Nations Young Changemakers Conclave [February 2018, Delhi] :

- Volunteered at UNYCC held on 24th February '18.
- Assisted in event management in the presence of Canada's Prime Minister, Justin Trudeau and other eminent speakers.

10. Rescue By Garima (Animal Shelter) [August 2022 - July 2023]

- Regular Volunteer.
- Accompanying with vet visits.

☆ Skill Achievement: First Aid for Dogs.

- Sensitive Handling of the rescues.

11. Lethal Gleans (Non-Registered/Informal Organization) [July 2019-February 2020, Noida] :

- Volunteered in green and clean drives.
- the planted trees, weekly.

☆ Achievement: 600+ saplings planted.

- Cleaned the Yamuna bank and the local areas.
- Conducted a dog drive for feeding and neutering strays.

SOFT SKILLS

- Classroom Management & Student Engagement
- Communication & Interpersonal Skills
- Leadership & Team Collaboration
- Critical Thinking & Problem-Solving
- Mentoring & Counseling Skills
- Time Management & Organizational Abilities
- Public Speaking & Presentation Skills

TECHNICAL SKILLS

- Curriculum Design aligned with Learning Outcomes
- Assessment Strategy Development (Formative & Summative)
- Academic Documentation, Reporting & Record Management
- Editing, Proofreading & Content Review
- Resource Planning & Cross-Department Coordination
- Google Workspace & Digital Classroom Tools
- Canva Visual Design for Educational & Social Content
- Meta Ads Campaign Setup & Performance Monitoring (Personal Project)