

CAROLINE REBECCA.D

Career summary

To secure an adjunct position in a challenging environment where my knowledge and experience can be effectively utilized and enhanced towards making a significant contribution to the success of the self and the organisation.

Work experience

Assistant Professor **September 2017 – September 2018**
Department of Management Studies
SNS College of Technology

Responsibilities

- Taught Executive communication English & Cross cultural management.
- Continuous reporting of events and feedback of events to the management
- Signing MoU's with companies for student development activities
- Conducting internal examinations.

Freelancer **June 2016 - August 2017**
Soft Skills Trainer

Trained Institutions:

1. PSGR Krishnammal College for Women
2. KTVR knowledge park for engineering and technology
3. Karpagam College of Engineering

Assistant Professor & Executive- Training & Placement **August 2013 – March 2016**
Department of Management Studies
Department of Training & Placement
Info Institute of Engineering & Technology

Responsibilities

- Taught Legal Aspects for Business & Retail Management.
- Soft Skills Trainer for management students & engineering students.
- Understanding the students population through profiling metrics
- Continuous engagement of the students through specialized training programs throughout the year.
- Create and devise a detailed schedule of training programs conducted throughout the year.
- Coordinating with placement team for campus recruitment process
- Continuous reporting of events and feedback of events to the management.
- Work with senior management for periodic reviews for the work being done and discuss plans for incremental changes to the training plan

KEY SKILLS

Teaching Attributes

- Ability to develop goals, objectives and implement strategies through lesson planning, training and teaching experience.
- Actively leading class discussions and encouraging debate.
- Providing regular feedback regarding student's progress to senior management and teaching staffs.
- Encouraging others and having a positive outlook.
- Conduct multiple programs and competitions that encourage students to aspire for excellence and become confident individuals ready to face challenges in career.

Personal Attributes

- Having a positive and creative approach towards training
- Able to work in a team but also as a individual
- Ability to follow instructions and use initiative.

Professional Attributes

- Always students focused.
- Excellent preparation for Class
- Encourage students to possess a professional attitude.
- Consistently reviewing the feedback from students and management for further improvisation.

Affiliated to Bharathiar University

- 2005** **Higher Secondary – First Class**
St. Josephs Matriculation Higher
Secondary School, Coimbatore
- 2003** **High School – First Class**
St. Francis Anglo Indian Girls High
School, Coimbatore

Seminars & Workshops

- Participated in the International Conference on Emerging Operations Paradigm, 2009
 - Presented paper in the National Seminar on “HR trends in the post recession milieu”, 2009
 - Participated a Brand Summit conference, Organized by **CII** which was held at Trivandrum, 2011
 - Participated in the Faculty Development Programme which was held at UIT College and at SVGI.
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Other Responsibilities

- Event co-coordinator for All India Management Association (AIMA) quiz competition.(2012)
- Organized, implemented and monitored various guest lectures, seminars and events.
- Performed a role as a class tutor and as a class advisor by constantly monitoring the attendance & their progress in their studies.
- Active member of WOW (World of Women) club.
- In charge for the set up of internal examination.