

# Archana Palan

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## WORK EXPERIENCE – AS AN EDUCATOR

**American School of Bombay (ASB), Mumbai**

**July 2018 – Present**

*Part of Grade 6 core team as student-teacher*

- Exposure to integrated learning: ASB introduced **integration of core subjects** for Grade 6 for the first time – hence participated in pilot of execution, doing course correction, and iterating the process to achieve perfection.
- End-to-end teaching experience: Develop, plan and facilitate lessons, organize resources, manage the class, check homework, create assessments and insert grades in the system, and provide feedback to students. Reflect over the whole exercise with the mentor teacher and collaborating teacher.
- Part of two Professional Learning Committees (PLC). Participation in PLC is beyond IAAT's course requirements.
  - **Concept Based Curriculum Instructions (CBCI)**: Learn strategies to design curriculum and instructions to shift from traditional ways of looking at it. It is facilitated by a CBCI certified professional.
  - **Maths in middle school**: Maths teachers across middle school vertical along with Learning and Teaching coordinator in ASB, discuss issues and strategies related to teaching maths.
- Other areas of engagement:
  - Participated in student-led conference involving students, teachers and parents
  - Observe 'Advisory' – Non-academic mentoring, inculcate team work in students, teach collaboration and develop social skills.
- Active in core team meetings: Deliberate on and decide for all the core subjects on below aspects –
  - Long and short term planning for units, lessons and classes and scheduling assessments
  - Students' groupings and seating arrangements in each class to maximize learning for the group
  - Learn from brain storming amongst Learning and Teaching Coordinator, School Psychologist, Student Counsellor and core team teachers about specific issues related to students - both behavioral and academic.

## EDUCATIONAL QUALIFICATIONS

**I Am A Teacher (IAAT), Mumbai**

**July 2018 – (Exp) April 2019**

- **Post Graduate Diploma in Learning and Teaching**
  - Key courses: Mindful Personal Leadership, Perspectives in Education, Child Development and Learning, Classroom Environment, Curriculum Development, Teaching of Core Subjects
  - Key influences and learnings:
    - ✓ IAAT core faculty: Learnt perspectives on purpose of education and develop the habit of reflection
    - ✓ ASB's collaborating teachers from Grade 6 core team: How to apply theories of education in classroom
    - ✓ Prof. Shaji EK – co-founder of Jodo Gyan: How to teach mathematics by engaging students with real life examples, understanding patterns with focus on process than the end product
    - ✓ Director, Homi Bhabha Centre for Science Education: Why and how to study mathematics
    - ✓ Responsive Classroom: Effective use of language to make difference in classroom
    - ✓ Steven Levy, Guru of Expeditionary Learning: How to engage heads, hearts and actions while teaching
    - ✓ High Ability coordinator at ASB: Develop higher order thinking and growth mindset among students and about positive behavioral interventions and support
    - ✓ 'Mathematical Mindsets' – Book by Jo Boaler. About unleashing students' potential through creative math, inspiring messages and innovative teaching
    - ✓ Observed different educational philosophies and pedagogies in practice during visit to below schools:
      - Rishi Valley School (Krishnamurti Foundation)
      - River Institute – teacher training and resource development wing of Rishi Valley Rural Education Centre
      - The Creative School (Blend of multiple philosophies, mainly Sri Aurobindo and Mother), Bangalore
      - BeMe (Alternative Schooling), Bangalore
      - Muktang School (NGO)
      - B. D. Somani International School, (IB World School)
      - NEXT School (Big Picture School)
      - Gateway School of Mumbai (School for children with learning disabilities)

- Delivered closing remarks of IAAT's annual conference 'Manthan' on the theme of 3 R's – Rigor, Relevance and Relationships in Education – based on my experience as a student-teacher in ASB and resident of IAAT. Panelists and invitees included senior educationists and school leaders.

#### ICFAI University, India

April 2005 – August 2008

- Advanced Diploma in Management. Completed all 7 levels in first attempts

#### Mumbai University, India

June 2001 – June 2004

- Bachelor of Management Studies (BMS), with specialization in Finance

### WORK EXPERIENCE – OTHERS

#### Routes2Roots NGO, Mumbai

Oct 2013 – Dec 2014 and Oct 2015 – Oct 2016

*Lead Coordinator, Mumbai for Exchange For Change (EFC) – The NGO's flagship cross-border peace project targeting school going children in age 11-14 years (<http://routes2roots.com/#student-exchange-program-frontpage>)*

- **As Lead for Mumbai**, brought 6 schools (~850 students) on board in first year and 3 schools in second year (~900 students) to participate in EFC. Among others schools included Bombay International School, Cathedral and John Connon International, Euro school, schools managed by NGOs.
- **Helped organize** national launch of the program in Delhi, attended by dignitaries such as Mr. Kapil Sibal, Mrs. Juhi Chawla and others.
- **Engaged** 1,750 students and 11 teachers over a period of 27 months for various project activities. Worked with Mumbai students on the outcomes sent by their Pakistan counterparts. Goal of this exercise was to remove/ avoid creation of any bias towards Pakistan in the young minds.
- **Project management** – coordinated with partner cities in Pakistan (Lahore, Islamabad, Rawalpindi) and India (Dehradun, Delhi) for smooth execution of program.
- **Collaborated** with colleagues in Delhi and Pakistan to prepare comprehensive reports to document progress and assess the impact on a quarterly basis. Reports were shared with funding partners such as British High Commission.
- **Led** a delegation of 8 teachers and 20 students for an 8-day visit to schools in Pakistan in Jan 2015.

#### Owner - Shreeji Enterprise, Mumbai

December 2003 – April 2013

*Supplier of thermal paper and rubber bands to corporates, wholesalers and retailers in Thane and Navi Mumbai.*

- Managed business with annual turnover of Rs. 25 lacs
- Corporate clients included Aplab India Ltd, Alfa Laval, Adino Telecom Ltd.
- Undertook business expansion post 2007 -
  - Introduced new products and increased customer base from 20 to 35
  - Shreeji brand of fax rolls achieved 'sole supplier' status across a majority of retailers in Thane and Navi Mumbai
- Supervised 3 employees, with 100% employee retention throughout the business period
- Successfully maintained business relations with 4 large suppliers over 9.5 years

#### Managing Partner - Unique Trade Solutions, Mumbai

January 2009 – April 2012

*Supplier of office stationery to corporate clients.*

- Co-managed business with annual revenue of Rs. 35 lacs
- Proven ability to consistently meet fast turnaround requirements and adhere to deadlines
- From only covering Maharashtra in the first year of contract with Federal Bank, expanded to Karnataka, Goa, Chhattisgarh and Gujarat in the following years.

### TECHNICAL and SOFT SKILLS

- Working knowledge of MS Excel, MS Word, MS Powerpoint and Google Suite
- Empathic listener, diligent and have hunger for learning with demonstrated ability to achieve win-win results
- Competent in dealing with stakeholders at all levels to achieve desired results

### EXTRA-CURRICULARS

- Passionate about cooking
  - One of 26 shortlisted participants in a pan-India competition by the Food Food channel. Featured with celebrity Chef Sanjeev Kapoor to present my unique recipe. [http://www.youtube.com/watch?v=xP\\_SpnR0pec](http://www.youtube.com/watch?v=xP_SpnR0pec)
  - Have strong interest in developing healthy and tasty versions of food for daily consumption