

## Archana Palan

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*Drawing from my decade long entrepreneurial stint and subsequent experiences as an educator, I bring acuity into the classroom and integrate critical thinking into the learning experiences I curate for my learners. Innate curiosity, keen observation, reflective thinking and passion motivate me to become the lifelong learner that I drive my students also to be. Driven by a deep commitment to making a difference in each and every child's learning journey, I create opportunities for them to explore, experiment and feel successful.*

## WORK EXPERIENCE – AS AN EDUCATOR

**Ascend International School, Mumbai**

**July 2019 – Present**

### **Highlights as Grade 5 Level Lead and Home Room Teacher**

- **Independently led and mentored a team of 12 students** for PYP's first ever Model United Nations (MUN) conference
- **Develop and implement hands on projects** that deeply engage students through learning experiences such as **Mock Shark Tank and Math Vitamins**, which have profound impact on development of higher order critical and creative thinking skills
- Design low floor high ceiling tasks to facilitate all learner-types
- Organized multiple guest speaker sessions to make learning authentic and help in making connections to the real world
- **Plan, organize and execute both online and offline Student Led Conferences and PYP Exhibition across all years**
- **Document student learning through observation notes, internal records and well-articulated reports**
- Closely coordinate with the learning support team and parents to nurture students based on their individualized needs
- Active member of the core team to organize and plan field trips and camps
- Known for **cordial relationship with co-teachers, team, parents and students** to enjoy and smoothen the professional journey
- **Active member of Curriculum Committee** for development of PYP Maths curriculum
- **Part of Teacher Retention OKR team** to develop system for creating culture wherein teachers thrive more than now, and hence set up Ascend for becoming strongest IB school brand in the country

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

**July 2018 – April 2019**

### **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: Developed, planned and facilitated lessons, organized resources, managed the class, checked homework, created assessments, and provided feedback to students. Reflect over the whole exercise with the mentor teacher and collaborating teacher.
- Part of two Professional Learning Committees (PLC):
  - **Concept Based Curriculum Instructions (CBCI)**: Learnt 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.

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## WORK EXPERIENCE – OTHER

**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 Mumbai Lead**, 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.
- **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.*

- Corporate clients included Aplab India Ltd, Alfa Laval, Adino Telecom Ltd.

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

**January 2009 – April 2012**

*Supplier of office stationery to corporate clients.*

- Consistently met fast turnaround and strictest quality requirements.
- Catered to Maharashtra, Karnataka, Goa, Chhattisgarh and Gujarat region requirements for a large bank.

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## EDUCATION

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

**July 2018 – 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:**
  - 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
  - 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
  - 'Mathematical Mindsets' – Book by Jo Boaler. About unleashing students' potential through creative math, inspiring messages and innovative teaching

Visited various schools in India, and observed educational philosophies and pedagogies such as Krishnamurti, Sri Aurobindo, Project based alternative schools to name a few.

**ICFAI University, India**

**April 2005 – August 2008**

Advanced Diploma in Management

**Mumbai University, India**

**June 2001 – June 2004**

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

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## TECHNICAL and SOFT SKILLS

- Working knowledge of Toodle, Canva, 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

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## EXTRA-CURRICULARS

**Passionate about cooking**

- One of 26 shortlisted winners 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)
- Enjoy developing tasty food recipes with healthy ingredients.