

# ANJALI MITTALIA

## PROFESSIONAL SUMMARY

Enthusiastic Mathematics Teacher eager to contribute to success through hard work, attention to detail and excellent Teaching skills. Clear understanding of Mathematics and Science and training in B.Ed . Motivated to learn, grow and excel in Teaching Industry.

## ACCOMPLISHMENTS

- Qualified CTET Paper 2 - 2019
- Qualified HTET in Mathematics - 2020

## SKILLS

- Good listening skills
- Supervision
- Teamwork
- Microsoft Office
- Multitasking abilities
- Leadership
- Written Communication
- Relationship-Building
- Flexible & Adaptable
- Punctual
- Hardworking
- Tutoring
- Teaching
- Scheduling

## WORK HISTORY

**TEACHING INTERN** 10/2018 to 02/2019

**Mathematics and Science, Sonapat, India**

- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Distributed and collected assignments and paperwork from students.
- Served as mentor to students, answered questions, provided tutoring services and offered one-on-one lesson reviews.
- Assisted classroom teacher with grading projects, homework and assignments.
- Assisted students of all ability levels develop life-long learning skills and good study habits.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Tutored struggling students individually and in small groups to reinforce learning concepts.
- Kept classrooms clean, neat and properly sanitized for student health and

classroom efficiency.

- Supported student learning objectives through personalized and small group assistance.
- Supported classroom activities, including tutoring, grading homework and reviewing exams.

**HOME TUTOR** 06/2020 to 11/2020

**Mathematics and science**, Sonapat, India

- Met with students and discussed educational goals and expectations.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Reviewed materials assigned by students' teachers to aid students in successfully completing homework.
- Reviewed class materials with students by discussing text, working out solutions to problems and reviewing worksheets or other assignments.
- Educated students on study tips and exam strategies.
- Worked with students in classrooms or home environments to provide educational support.

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## **EDUCATION**

**Hindu Girls College**, Sonapat

**Bachelor of Science**, PCM, 07/2016

**TRCE College**, Sonapat

**B.Ed.**, Mathematics And Physical Science, 07/2019

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## **CERTIFICATIONS**

- **Teaching Training** from Garhi Brahmanan Sr. Sec. School - 5 Months