

# Jayati Sanan

**DATE OF BIRTH:**

January 26<sup>th</sup>, 1989

**CONTACT:**

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## EDUCATION:

*The British Council, New Delhi*

**Certificate in English Language Teaching to Adults (CELTA)**

**November 2022**

*Lord Krishna College of Education (Punjabi University):*

**2015- 2017**

**Bachelor of Education** (76% - Semester IV final term examination)

*Indian Montessori Centre: Ardee Teacher Training College:*

**2014-2015**

**Diploma in Nursery Foundation Programme**

*University of Delhi:*

**2009 - 2011**

**B.A. Programme – History and Political Science** (second division)

*National Institute of Fashion Technology:*

**2008 - 2009**

**Foundation Programme in Design**

*Miranda House College, University of Delhi*

**2007-2008**

**B.A. Honours Philosophy Part I**

*The Lawrence School Sananwar, Himachal Pradesh, India*

**2005 - 2007**

**CBSE Board Class XII:** History, Geography, Political Science, English ,Art

**CBSE Board Class X:** Social Studies, Science, Maths, English, German

*The Lawrence School Sanawar, Himachal Pradesh, India*

**2002 – 2005**

*Sacred Heart Convent Shimla, India*

**1995 – 2001**

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## WORK EXPERIENCE:

**Freelance Content Writer**

**Current**

- Content for websites, product descriptions, social media and other modes of communication.
- Most of my published work has been done in collaboration with Vianaar – Goa (Real Estate), Mysa Maison-Mauritius (Home Décor), I Say Organic (Food and Beverage products) – New Delhi, Around the world Tickets and Multicity Flights (Travel Agent)

**Client Servicing Manager at The Communication Council & Green Goose Design, Delhi, India**

**Nov 2018 – Nov 2019**

- Contributing to business development for the design team by following up on new leads
- Organising and attending client meetings to showcase the firm's capabilities and receive client briefs
- Drafting proposals to incorporate the client's requirements with costs involved
- Briefing the team about the project at hand and following up on status, keeping clients updated
- Managing the team and resources available at the firm
- Looking through content and copy and helping in creation of content for projects

**Teacher at Ardee School, Delhi, India**

**Feb 2018 – Nov 2018**

- Class teacher for Year 3
- Class teacher for Year 1
- Planning Maths, Science, Social Studies and English lessons based on the Cambridge Curricular Framework
- Structuring of the English Curriculum for Years 1,2 and 3 based on the Cambridge Curricular Framework
- Introductory Cambridge Primary Global Perspectives Professional Development Course conducted by Cambridge Assessment International Education

**Teacher at The British School, Delhi, India**

**July 2016 – December 2018**

- Class teacher In Reception Year
- Planning Math and Phonics lessons based on the UK primary curriculum
- Assessment, tracking and reports
- Supporting in Question of the Week lessons (Based on Student's Interests)
- Developing and leading lessons in the recently introduced Indian Culture module for Early Years (Introduction to Hindi and local culture)

**Teacher at Johnson's Tara International School, Kullu, Himachal Pradesh, India**

**April 2015 – December 2015**

- English teacher, Kindergarten
- Social studies teacher, Class IX
- Structuring and designing curriculum
- Report writing, preparing assessments
- Planning and execution of extracurricular activities for students

**Teacher at Step by Step Nursery School, Delhi, India**

**September 2012 – March 2015**

- Remedial classes for a student with down syndrome
- Junior Teacher for pre-nursery class
- Preparing Reports and planning curriculum
- Attending and conducting workshops to improve educational awareness for teachers

**Guest Relations Associate at Taj Vivanta Delhi, India**

**June 2011 – March 2012**

- Collecting customer feedback to help enhance customer services
- Use of Fidelio Operating software to compile and manage data
- Introduction and experience in other departments of the hotel

**Assistant Stylist for Free-lance Stylist, Mumbai, India**

**July 2010 – October 2010**

- Sourcing and assembling of outfits for photo shoots and television screening
- Designing new garments and sourcing materials
- Outfits and styling for Sonali Bendre on India's Got Talent Season 2

**INTERESTS:**

**Running:** Participated in the Airtel Delhi Half marathon. Secured a position in the first 20, in a 10km run for women at the Shimla Summer Festival.

**Trekking:** Participated in the Basic Mountaineering Course, Manali. I have been on a number of small treks and expeditions over the years. I also led two American teams on a research trip around Himachal Pradesh.

**Writing:** I have always enjoyed writing and have taken it on professionally for almost 3 years now. The scope involves writing for clients in hospitality, travel and education.