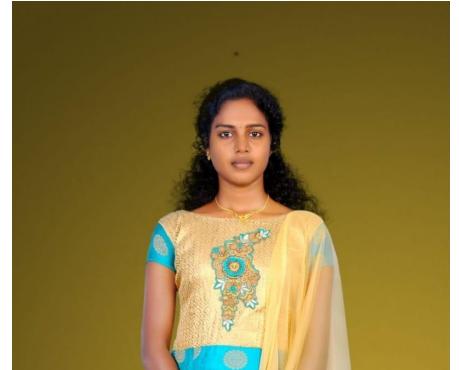


SHILPA VINCENT R

Trivandrum, Kerala, India

+91 94967 07399

shilpavincen96@gmail.com



CAREER OBJECTIVE

Dedicated and motivated professional with experience in teaching and human resources. Possess strong communication, organizational, and people-management skills. Seeking a teaching role where I can effectively contribute to academic growth through commitment, adaptability, and continuous learning.

PROFESSIONAL EXPERIENCE

Public Speaking Expert

PlanetSpark

September 2025 – Present

- Conduct online public speaking and communication skills sessions for students
- Trained learners in confidence building, pronunciation, fluency, and presentation skills
- Used interactive and student-centric teaching methods in live online classes
- Assessed student performance and provided structured feedback
- Integrated digital tools to enhance online learning engagement

HR Assistant

Way2Work HR Consultancy, Technopark, Trivandrum

May 12, 2025 – August 18, 2025

- Assisted in end-to-end recruitment activities including sourcing and screening
- Maintained HR records and employee documentation
- Coordinated interviews and onboarding processes
- Supported HR operations and administrative functions

Private Teacher

2013 – 2024

- Taught Class 1–7 (CBSE & SCERT) – All subjects
- Taught Class 8–10 (SCERT) – English and Chemistry
- Prepared lesson plans and conducted regular assessments

EDUCATIONAL QUALIFICATIONS

M.A. English Literature (2018 – 2020)

University of Kerala

Aggregate: 60%

B.Sc. Chemistry (2013 – 2016)

Christian College, Kattakada

University of Kerala

Aggregate: 70%

Higher Secondary – Biology Science (2011 – 2013)

Govt. Girls HSS, Nedumangadu

Aggregate: 84%

SSLC (2011)

Govt. VHSS, Vellanadu

Aggregate: 89%

ADDITIONAL QUALIFICATIONS

- **B.Ed in ENGLISH & PHYSICAL SCIENCE** (NORTH BANGALORE UNIVERSITY) **{THIRD SEMESTER ONGOING, MALUR 2024-2026}**
- IELTS QUALIFIED
- **CERTIFICATION IN AI-INTEGRATED ONLINE TEACHING** (ANGLE BE LEARN)
- Certificate in Library and Information Science (CLISC) – 2018, University of Kerala
- Diploma in Computer Application (DCA) – 2013, CDIT

KEY SKILLS

- Classroom Management
 - Lesson Planning & Organization
 - Assessment and Evaluation Skills
 - Technology Integration in Teaching
 - Public Speaking Confidence
 - Continuous Learning Attitude
-

LANGUAGES KNOWN

- English – Read, Write, Speak
 - Malayalam – Read, Write, Speak
 - Hindi – Read, Write, Speak
 - Kannada- Read
-

PERSONAL DETAILS

- Date of Birth: 21-05-1996
 - Gender: Female
 - Marital Status: Married
 - Nationality: Indian
-

HOBBIES & INTERESTS

- Listening to music
 - Singing
 - Traveling
-

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: Trivandrum

Date: 18-02-2026

Signature:

Shilpa Vincent R
