

ASHANTHI ROSEMARY WIJERATNE

No: 121/UR11, Abeyrathna Mawatha, Makuluduwa, Piliyandala 10300 | 077 799 5814 | ashanthirosemary7@gmail.com

Professional Summary

Marketing Associate skilled in leveraging the power of blog, online communities and social media platforms to increase brand awareness and boost brand loyalty. Solid understanding of digital marketing, including SEO, PPC, SEM, Display, and social media marketing.

Skills

- Microsoft Word, PowerPoint, Excel
- Time Management
- Self-Management
- Good Team Player
- Good Organizing Skills
- Good Computer Skills
- Good Conflict Resolution
- Great at working under pressure and meeting deadlines
- Good Analytics
- Adobe Photoshop, Illustrator, InDesign
- Stakeholder Management
- Leadership Management Skills
- Adaptability
- Business Acumen Skills
- Change Management Skills
- Quick Learner
- Exceptional communication and eloquent in speech and writing

Work History

English Medium Class and Speech Teacher
Visakha Nursery School – Colombo

01/2016 to Current

- Responsible for a class of 30 children and for covering all aspects of learning and development.
- Responsible for Teaching Speech and language for all Middle Nursery Classes.
- Monitored and tracked children's progress on a daily, weekly and monthly basis.
- Coordinated with other teachers to develop lesson plans for children to develop their intellectual, physical, emotional and social skills
- Created new lesson plans based on course objectives.
- Maintained a clean and safe classroom.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff.
- Met with parents to resolve conflicting educational priorities and issues.
- Collected, analyzed and tracked data on student progress.
- Completed training courses to keep up-to-date with new teaching methods and developments in the field.

- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.
- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.

English Medium Teacher
Trillium International Montessori – Moratuwa

09/2014 to 09/2015

- Collated activity resources and materials.
- Communicated children's growth and development to parents and guardians on a regular basis.
- Identified child development and behavior problems and suggested solutions and remedies.
- Maintained and updated child records and assessments.
- Attended all required meetings, workshops and seminars.
- Followed all state and school guidelines in all activities

English Medium Teacher
Visakha Nursery School – Colombo

01/2013 to 04/2014

Responsible for helping to organize, plan and also participate in activities that entertain and teach children. Also in charge of observing and summarizing a child's progress in areas such as writing, reading, mathematics, music and dancing. Planning activities based on a child's interest.

- Teaching children through structured play.
- Developing a child's curiosity and knowledge.
- Abiding by all local regulations as well as safety protocols.
- Developing a well-managed, child oriented learning curriculum.
- Tidying up the classroom at the end of a lesson.
- Motivating and stimulating children's learning abilities.
- Building relationships with parents.
- Cleaning toys and class equipment.
- Ensuring the health, safety and wellbeing of the children.
- Updating the classroom bulletin boards with children's artwork.
- Completing all required paperwork.
- Preparing and arranging pre-class materials.
- Maintaining pupil attendance records.
- Participating in school events.
- Submitting weekly lesson plans.

Education

Alethea International School – Dehiwala-Mount Lavinia.
 1999 – 2004

Holy Family Convent – Dehiwala - Colombo
 2004 - 2010 (English Medium)

2010 General Certificate of Education (GCE) (Ordinary Level)

- English - A
- Mathematic - S
- English Literary Text - C
- Health & Physical Education – S

Professional Qualifications

- **Diploma Course in Pre School and Sub Primary Education.**

Ladies College Department of Vocational Studies (January 2012 – December 2012)

During the Diploma course at Ladies College I attended the following Nurseries and Schools (Primary Section) for 3 mornings each week for practical training and observations. This was an excellent experience for my teaching career.

The schools that I have been trained at -

- Visakha Nursery No 135, Vajira Road, Colombo 4.
- Lyceum International School No 197 Dutugamunu street, Kohuwela.
- Asian International School No 97/4 Thalakotuwa Gardens Colombo 5.
- Logos International No 290/8 Havelock Road Colombo 6
- Ladies Collage Flower road Colombo 7.
- La Petite fleur. No: 130/2, Privena Road. Ratmalana.
- Trillium International. Moratuwa.

During the Diploma Course in Pre School and Sub Primary Education the following curriculum was completed.

- Education in early childhood.
 - Education for Primary Years including the teaching of reading, writing and mathematics.
 - Child Development.
 - Language Development.
 - Child Psychology.
 - Environmental Studies.
 - Music and singing.
 - Physical Education.
 - Language – English/Sinhala/Tamil.
 - Art for Children.
 - Equipment making includes: Math Equipment, e.g. Dominoes, charts and games. Language teaching aids: Reading cards, charts and making of different types of books.
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- **Followed a Basic First Aid Course Conducted by the Sri Lanka Red Cross Society.**

- **Followed a workshop on Information Technology | ESOF Metro Campus 2016 – 2017** Obtain a thorough knowledge in IT for higher studies.

The following curriculum was completed during the workshop

- IT Fundamentals
- Microsoft Office Applications
- PC Hardware
- Networking Essentials
- Internet, Email and Web Designing
- Graphics and Animation
- Software Engineering
- Programming with Java
- Programming with C#.Net
- Web Applications Development with ASP.Net
- Software Development Project

- **Certificate in the teaching of English to Young Learners.**

Colombo Academy of Language Skills & Dramatic Art (January 2017 – December 2017)

Non – Related Referees

Elston Roger Norton
Executive Director,
Standard Chartered Bank,
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