

JAGMEET KAUR

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## Language Analyst, Language Trainer & Content Editor Expert

### Profile Summary

A reliable person recognized for excellence in developing rapport with students and establishing fun learning environments. Comfortable working with students individually and in small groups. Organized and hardworking with a solid history of helping students reach reading goals. Ready to bring 10 years of experience to a dynamic new position

### Core Competencies & Skills

IELTS Training Programs	Online Training	Classroom Expertise	Training program development
Training material development	Evaluation process	Team building	Strategic planning
Administrative support	Time management	Training	Student research guidance
Academic advisement	Lesson planning	Academic research	Grant writing
Career advising	Lecturing	Classroom management	Technology-based curriculum
Performance assessment	On line learning tools	Student progress reporting	Classroom presentations
Personality Development	Project Management	Public Service Management	Content development
Strong detail orientation	Content optimization	Copywriting and editing	Blogging expert
Sound editorial judgment	Proofreading	Creative writing	Concept development
Editing skills	Editing and review	Skilled interpreter & translator	

### Notable Accomplishments across the Career -

- Collaborated with a team of SBI, RBI Interview Panel in the recruitment drive.
- Research Paper Submissions in 2 Foreign Universities of Canada & New York
- Named "Star of the Month" 3 times for successful 100% positive feedback from students
- Edited a book for Indo- Canadian Dr. Subir Ranjan Kundu as a Content Editor
- Edited monthly magazines for Nikhil Para science Research Unit as a Senior Content Writer

### Organizational Experience

RWS MORAVIA: Indore, Madhya Pradesh

Jun'2020 - till date

Assignment undertaken: Legal Translation, Online/Offline Facebook Projects, other inhouse-tools

## Previous Experience

Jun'14 – May'20: Metis Eduventure Private Limited, Gurgaon  
Assignment Undertaken as Communicative English Trainer

### Key Result Areas:

- Coached new managers on communication skills, personality development tools, and techniques
- Developed training programs to meet company objectives.
- Selected curriculum and developed lesson plan to educate employees on specific & effective communication topics.
- Held online and conference call training sessions to accommodate off-site employees.
- Developed effective training manuals, modules, and teaching aids.
- Created training programs and instructional materials to further educate on communication skills and Organization behavior
- Collected information about company objectives and employee deficiencies in order to assess training needs.
- Collaborated with management to identify company training needs and schedules.
- Prepared educational materials such as module summaries, videos, and informational packets.
- Authored, updated, and implemented training procedures.
- Designed exams to test fluency in reading, writing, speaking, and comprehension of the English language.
- Performed continuous evaluations of content and plans in order to enhance delivery and improve effectiveness.
- Developed and recorded videos for use in later courses or by remote learners.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays, and non-fiction to meet diverse learning styles.
- Monitored participant workflow and behaviors throughout the training process.
- Planned and implemented lessons to positively increase vocabulary and sentence structure skills.
- Responded to after-hours email requests to provide students assistance with specific questions.
- Applied effective learning strategies to improve students' study skills and retention.
- Spearheaded group tutoring sessions to help students struggling in similar areas.
- Created special handouts, study guides, and assessments to evaluate and boost student knowledge.
- Offered complete instructional support for students unable to attend regular classes.
- Educated students on study tips and exam strategies.
- Measured outcomes and progress of students using benchmark assessments.
- Evaluated and documented student progress and behavior, recommending tactics to improve tutoring effectiveness.
- Assessed current reading levels and planned optimal educational strategies to help students improve communication, formal & creative writing, spelling writing, and reading comprehension skills.
- Structured activities for interactive learning, including word analysis, reading understanding, and fluency skills.
- Tracked learning progress in order to identify opportunities to enhance tutoring methods and help students achieve Government Entrance exam goals.
- Planned lessons for the allotted time to strengthen weak subjects and build skills on stronger ones.
- Crafted effective learning plans to address students' writing weaknesses and strengths.

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Oct'13 – May'14: Mahindra's Education Pvt. Ltd., Ahmadabad  
Worked as: English Faculty

### Role & Responsibilities:

- Administered assessments and standardized tests to evaluate student progress.

- Created curricula, tests, and exams to reinforce student learning in English subjects.
- Provided academic advisement and educational guidance for adult learners using constructive feedback, in-person facilitation, contact calls, and emails.
- Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
- Established appropriate deadlines and provided complete instructions for reading assignments and homework.
- Administered weekly tests to determine comprehension rates among students.
- Facilitated and trained students for National Level entrance exams, resulting in a fair increase in average exam scores.
- Prepared and implemented lesson plans covering required course topics.
- Worked with administrators on behavioral issues to support the needs of all students.
- Prepared lesson plans for over 20 classes per week to accommodate students with varying proficiency levels.
- Prepared a comprehensive English curriculum for the students.

Nov'11 – Jan'13: Web Duniya, Indore

Worked as: English Language Expert

**Role & Responsibilities:**

- Worked on IT Tools like Loc Studio, Trados, Helium, and Word fast. Created technical online dictionaries for MICROSOFT (MORAVIA and YAHOO).
- Performed language checks, use specific tools, application and prepared national and international presentations for Moravia (Ireland ).
- Worked on measures like Researching legal, technical, and scientific phraseology to find the correct translation.
- Proofreading and editing final translated versions. Providing clients with a grammatically correct, well-expressed final version of the translated text.
- Retaining and developing knowledge in specialized areas of translation.

Jul'09 – May'11: Sunshine Education, Ludhiana

Worked as: IELTS Trainer

**Role & Responsibilities:**

- Managed diverse groups of students by teaching language acquisition in dynamic academic lessons and closely monitoring progress.
- Created lesson plans for courses, modifying them throughout the year to meet time constraints and specific interests of the class.
- Built strong rapport with students through class discussions and academic advisement.
- Applied innovative teaching methods to encourage student learning objectives.
- Created materials and exercises to illustrate the application of course concepts.

**Academic Credentials**

2007 M.A. from UGC, Delhi

2005 B.A. from Punjab University, Ludhiana

**Personal Details**

Date of Birth: JUN/24/1985

Father Name: S. Satnam Singh

Languages Known: English, Hindi & Punjabi, Gujarati (Learning French)

Permanent Address : Ludhiana, Punjab, India - 141003

Marital Status : Unmarried