

Professional Summary

Passionate, certified elementary educator (K-8) with a strong foundation in reading instruction and a Master's-level training in Elementary Education. Proven track record of high-impact classroom instruction gained through comprehensive substitute teaching across four major local school districts (BSD, LWSD, ISD, and MISD) spanning Grades 1–5. Combines deep classroom pedagogical expertise with advanced organizational capabilities, including certifications in Project Management and Scrum, enabling structured, goal-oriented learning environments. Highly skilled in cross-cultural communication, collaborative co-teaching, and community partnership.

Certifications & Endorsements

- **Washington State Teaching Certificate:** Elementary Education (K-8)
- **Specialty Endorsement:** Reading
- **mCLASS Intervention:** Initial Training
- **Certified Scrum Master (CSM)**
- **Project Management Certificate** (Bellevue College)

Teaching & Classroom Experience

Substitute Teacher (Grades K-5)

Bellevue, Lake Washington, Issaquah, and Mercer Island School Districts | 2024 – Present

- Actively teach across four diverse school districts, acquiring comprehensive exposure to different classroom dynamics, district curricula, and student demographics across Grades 1–5.
- Successfully deliver daily instruction from established lesson plans while remaining highly adaptable, stepping into long-term and short-term assignments with minimal transition time.
- Cultivate positive, structured classroom environments through rapid implementation of effective behavior management techniques.
- Work closely with support staff, including paras and special education teams, to accommodate diverse student needs and support IEP/504 plans.

Student Teaching (Grade 4)

City University / Ella Baker Elementary School (LWSD) | 2024

- Completed rigorous classroom immersion in a 4th-grade classroom, planning and delivering daily core curriculum lessons aligned with Washington State standards.
- Conducted targeted small-group reading and math interventions, analyzing student data to modify instruction, differentiate learning, and bridge achievement gaps.

General School Assistant (GSA)

Bellevue School District (BSD405) | 2022 – 2023

- Provided operational, behavioral, and academic classroom support to teachers and student cohorts, stepping in as an occasional guest teacher for upper-grade classes and co-facilitating small-group review sessions.

Community & Volunteer Leadership

- **Secretary**, Big Picture Middle School PTSA (Bellevue School District)
- **Volunteer Assistant Teacher**, Somerset Elementary School (Bellevue School District)
- **Treasurer**, Cub Scouts Local Pack

Professional Corporate Experience

Client Operations Manager

Everything Ally (Bellevue, WA) | 2019 – 2020

- Managed client onboarding, coordinated training schedules, and streamlined business operations to improve communication flow and service delivery.

Entrepreneur & Relationship Management Lead

Keystone Consultants (Naperville, IL) | 2004 – 2019

- Co-founded and scaled a leadership consulting business over 15 years, overseeing client contracts, managing all operations, and designing high-quality informational materials.

HR Recruitment & Support Specialist

Xansa India Ltd (Delhi, India) | 2003 – 2004

- Managed end-to-end recruitment pipelines, designed job competency maps, and evaluated candidates; awarded "**Star Performer**" for excellence in problem-solving and client communication.

Accounts Receivable Specialist & Team Lead

HCL Technologies & GE Medical Systems (Delhi, India) | 2001 – 2003

- Led cross-border process transitions, authored standard operating training manuals, and scheduled/coordinated operations for technical engineering teams.

Education

City University

Master of Education (M.Ed.) in Curriculum and Instruction

- *Endorsement Areas*: Elementary Education (K-8) & Reading

Bellevue College of Continuing Education

- Certification in Project Management

Delhi University

- Bachelor's Degree of Commerce

Skills & Languages

- **Technology**: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Creative Cloud (Photoshop, Illustrator, InDesign).
- **Languages**: English (fluent), Hindi (fluent), Sanskrit (academic knowledge), Punjabi & Russian (pleasantries).