

devinderkumar775@gmail.com

7018919535

Mandi, India 175001

## Skills

- Grant Proposals
- Decision Making
- Program Evaluation
- Curriculum Development
- Staffing Estimates
- Goal Setting

## Education And Training

09/2007

**MEd. :**

**HPU**

Shimla

08/1995

**Master Of Arts:**

History

**VGC**

Mandi

06/1992

**Bachelor Of Arts:**

History

**VGC**

Mandi

## Languages

**Hindi:** First Language

**English:**

C1

Advanced

# Devinder Kumar

## Summary

Qualified administrator with long history in education and dedication to school performance, teacher training and student success. Attentive to pulse of school to proactively manage negative trends and recognize success in teachers and methods. Hands-on in mentoring teachers and supporting students.

## Experience

### SR Vidya Mandir - School Administrator

Mandi, India

02/2013 - Current

- Referred to student performance data to set educational goals and standards.
- Partnered with teaching staff to develop and improve curriculum offerings for students.
- Designed processes to engage families and community members in student learning and bolster attendance at events.
- Managed school resources to improve student achievement rates.

### Vijay Memorial College - College Administrative Assistant

Nerchowk, India

06/2006 - 10/2012

- Drove customer feedback to deliver information to management for corrective action.
- Managed physical and digital files, monitored spreadsheets and updated reports to coordinate project materials.
- Handled incoming calls and directed callers to appropriate department or employee.

### Shiv Niketan School - Teacher

Mandi, India

04/1994 - 03/2000

- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.
- Met with parents to discuss students' progress and review areas requiring improvement.