

**Career Objective:**

To work in an environment that utilizes and challenges my Educational Technology, Instructional Design, and Web-Based training skills.

To design and develop creative learning and support solutions through which I can give something valuable to the society I have gained knowledge from.

**Education:**

**Post Graduation:** Master in Educational Technology-Computer Application (MET-CA) from Department of Educational Technology, S.N.D.T Women's University, Juhu Campus. Mumbai. July 2008, Distinction class (79.88 % with a G.P.A 5.53)

**Bachelors Degree:** Bachelors in Home Science (B.HSc), Majors in Human Development with specialization in Early Childhood Care and Education from Sir Vithaldas College of Home Science, S.N.D.T Women's University Santacruz (W), Mumbai. June 2006, First class (66.29% with a G.P.A 3.72)

**Positions:**

**MET League of Colleges | Mumbai Educational Trust**

December 2008- till date:

Instructional Designer at Centre for Educational Technology at Mumbai Educational Trust, MET Complex, Bandra Reclamation, Bandra (West), Mumbai.

First Indian Higher- Education Institution opening a Centre of Educational Technology for the courses offered by the institution.

Responsibilities include redesigning and re-structuring courses into modular credit based courses, designing and developing modules for three modes of learning; face-to-face, blended learning and online learning, designing activities, interactive workshop based sessions, exercises and assessments. Also designing and developing instructional support materials for faculty like handouts, trainer's manual, presentations, games and also crafting collaborative learning activities for all modes of learning.

**Department of Educational Technology**

**August 2008- till date:**

Visiting Faculty at the Department of Educational Technology, SNDT Women's University, Juhu. Responsibilities include

Courses Taught /Teaching

Presently teaching Master level Course (Master in Educational Technology Computer Applications (MET-CA)

Instructional Design

Educational Psychology

Online Learning

Educational Technology

Instructional technology

**December 2008- till date:**

Working as an e-tutor for a 4-Credit Online Course on Instructional Design at the Department of Educational Technology, SNDT Women's University, Juhu.

Responsibilities include teaching through discussions, carrying out chat with students for teaching and discussing topics, checking assignments and providing feedback.

**Awards**

Will be receiving Smt. Sudha Kulkarni Memorial Award in the convocation year 2008-09 for securing the second highest marks at SNDT Women's University, for the Master in Educational Technology.

## Professional Experience

### Internship:

#### Master in Educational Technology Instructional Design:

University of Regina, Saskatchewan, Canada, worked as an International Intern for a period of 3 months from March- May 2008.

#### Projects:

Online Course Review

Developed a Checklist for course review of online courses

Reviewed online courses offered at the University of Regina

Suggested recommendations for design elements, instructional design elements, learning objects, multi-media elements etc.

Development of a website for Instructional Designers (ID's)

Storyboarding, Layout designing, Development and hosting of the website

Storyboard of an interactive learning object

Assessment: Developed a Group work Rubric to be used for all online courses at University of Regina.

Guide: Developed an Online Group work Guideline- for to be used for all online courses at University of Regina.

### Projects Undertaken as part of Master in Educational Technology- Computer Applications (MET-CA):

SLM and Online course module on 'Selecting Instructional Strategies' from Dick and Carey's Model of Instructional Design for Online Course to be offered by Department of Educational Technology on Dick and Carey Model.

Design and development of a part of Departmental Portfolio.

Storyboard for a Learning Object on the topic 'Food Wastage' for Std. 10, Maharashtra Knowledge Corporation Limited project, (MKCL projects undertaken by Department)

### Workshops Attended/ Undertaken

Workshop on 'Techniques for Collaborative Learning' for M.Sc. Nursing final year students from S.N.D.T Women's University, Churchgate Campus.

Hands-on workshops to explore Second Life, Immersive Education for the 21st Century Learner: by Marlene Brooks at The Centre for Teaching and Learning, Regina, Canada in 2008

### Conferences Attended/ Participated

#### Conferences:

Participated as one of the speakers in video conferencing on the topic Evaluation

Strategies at CIET, Delhi, January 2008

Attended The TLt Conference in Saskatoon, Canada 2008

### Research Study:

Master in Educational Technology- Computer Applications (MET-CA) Dissertation:

*"A Study of Effectiveness of Social Networking Tool –'Facebook' in Learning*

### E.C.C.E specialization, B.HSc:

Worked in a pediatric ward at Nanavati Hospital (Parle) for 1½ month as part of Graduation internship

- Story telling with use of various teaching aids, preparing and playing different types of games, free play and toys depending on the health of the child

6 weeks in Blooming Dales, as a pre-school teacher trainee Sr. Kg., Khar

6 weeks in Society for the Crippled, as a special school teacher trainee, Khar

6 weeks in Day Care Centre, Vile Parle

1 week in a Crèche, Vile Parle

Conducted workshop in Utpal Shanghvi School, Juhu

Visited various child care and women care centers and other such organizations and made reports on the same.

#### **Other Work Experience:**

- Worked in a summer camp 'Smart Potato' (Khar Centre) in the year 2005 and 2006
- Worked as an instructor for Kids of the age range of 3-12
- Played a vital role in planning the 'Summer Finale Show' in 2005 and 2006
- Free lanced for creating cover pages of projects for a pre-school teacher taking training in London, United Kingdom.

#### **Instructional Design Skills:**

ID for WBT

ID for CBT (Computer Based Training)

ID for ILT (Instructor Led Training)

ID for print based Self Learning Material (SLM)

Analyzing, structuring and creating instructionally sound content, Designing instructional strategies, activities and assessments and evaluation tools, Developing storyboards, Designing solutions, visualizing graphics for the content.

#### **Computer Skills: (In the order of expertise)**

OS: Windows98/2000/xp, Data processing: MS office, Design Tools: Photoshop.06, CorelDraw and Interactive design: Flash 8/Mx, MODx for online courses, Moodle.  
Languages: HTML

#### **Skill sets:**

Work within strict timelines to design and develop effective instructional strategies and assessments, Creative thinking and Logical reasoning, Proactive at work, Strong Leadership skills with effective interpersonal skills and a good team player.

#### **Other Courses:**

Communication in English- 2 credit course (Department of Educational Technology) 2007

Certified in Computer Basics (CPCC) from Podar Institute, Santacruz (W) 2001

Certificate course in Calligraphy from All India Balkan-Ji-Bari 1999

#### **Personal Information:**

Languages known: English, Gujarati, Hindi & Marathi