

## **Anjani Suriseti**



Assistant Professor of English

Khammam, Telangana, India 507002

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### **Skills**

Thesis advisement

Student Advocacy

Classroom management

Adult Education

Academic research

Performance improvement

Training

Counseling

### **Languages**

English, Hindi, Telugu and Spanish

### **Professional Summary**

Enthusiastic Assistant Professor of English with 11 years of teaching experience and 10 years of experience in giving training in the Development Sector like women empowerment and De-addiction Counseling. Well-versed participatory and online teaching methods in English Language Teaching. Known for providing great support to both the institution and students with an approachable demeanor and excellent attention to detail. Dedicated to the classroom and long-term student success.

## **Education**

1. **Ph.D.** Comparative Literature (English & Telugu)

January 2015 - July 2022

Potti Sreeramulu Telugu University Hyderabad, India

2. **MPhil.** Comparative Literature (English & Telugu)

January 2010 - May 2011

Potti Sreeramulu Telugu University Hyderabad, India

3. **Master of Arts, English**

July 2003 - June 2005

Osmania University Hyderabad, India

4. **MBA Finance**

July 1993 - June 1995

Osmania University Hyderabad, India

## **Work History**

### **Assistant Professor of English**

Government Degree College, Khammam

Higher Education, Government of Telangana, India

July 2016 - Current

- Mentored students and communicated internship and employment opportunities.
- Applied innovative teaching methods to encourage student learning objectives.
- Facilitated academic and community collaborations to increase number of community-engaged research proposal submissions to extramural funders.
- Proctored exams and provided remediation for learning improvement goals.
- Performed research to serve as basis for academic writing for publication.
- Communicated with students about classroom, lab and study session expectations to help professors maintain order in large classes.

## **Junior Lecturer in English**

Government Junior College, Manthani

Intermediate Education, Government of Telangana, India

September 2012 - July 2016

- Used a variety of learning modalities and support materials to facilitate the learning process and accentuate presentations.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Created and designed quizzes, tests and projects to assess student knowledge.
- Used PowerPoint and Google Classroom technology to give presentations to student classrooms.
- Implemented instructional technologies in course delivery to engage and educate students.
- Led seminars and workshops to facilitate student learning and engagement and increase memory retention.
- Developed and implemented innovative teaching strategies to engage students in lectures and coursework.

## **State Resource Person**

MEPMA, Government of Telangana - Hyderabad, India

January 2008 - September 2009

- State Level Trainings and Family Counseling Programmes for Women in poverty in Urban areas
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Excellent communication skills, both verbal and written.
- Developed strong communication and organizational skills through working on group projects.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Self-motivated, with a strong sense of personal responsibility.
- Cultivated interpersonal skills by building positive relationships with others.

## **Project Coordinator**

Catalist Management Services, Bangalore, India - KHAMMAM, India

August 2005 - July 2006

- Coordinated an international project of Swiss Development Corporation “Action Research on Traditional Milk Market”.
- Liaised between departments to facilitate communication and keep appropriate parties updated on project developments.
- Kept the project on schedule by managing deadlines and adjusting workflows.
- Responded to requests for information on materials to inquiring parties.
- Arranged travel and accommodation for team members and project partners.
- Prepared meeting agendas and minutes for distribution and record keeping.
- Tracked hours and expenses to keep project on task and within budgetary parameters.
- Assisted with onboarding newly hired staff members and coached on task prioritization.
- Coordinated venue and catering arrangements, speaker and attendee liaison and material distribution for meetings and events.
- Established rapport and engaged with stakeholders to build lasting professional relationships.
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules and conflicts.
- Monitored project progress, identified risks and took corrective action as needed.
- Analyzed project performance data to identify areas of improvement.

## **Project Director**

SMS Deaddiction Centre, Hyderabad, India - Hyderabad, India

April 2003 - August 2005

- Administration
- Conducting individual and group counseling for the alcoholics
- Receiving training from Central Government Organizations, New Delhi and Regional Training Centre, TTK Hospital, Chennai
- Monitored project and program quality to meet audit expectations.
- Planning and conducting Training to the staff
- Preparing and Delivering lectures to staff as well as the addicts
- Family Counseling
- Monitoring the records
- Maintained open communication by presenting regular updates on project status to higher officials.

