

# Ritika Jain

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Geeta Colony, Delhi-110031

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## COMMUNICATION TRAINER

A dedicated, organized and methodical individual. Carrying more than six years of experience in English communication training and content writing. With tremendous interpersonal skills, am an excellent team worker and willing to learn and develop new skills. Also, ready to take up new responsibilities within a wide range of employment areas.

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## KEY COMPETENCIES

Teaching skills  
English Grammar  
Business English

Creative writing and presenting  
Critical thinking skills  
Excellent communication skills

Strong interpersonal skills  
Proactive and self-motivated  
Leadership skills

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## PROFESSIONAL EXPERIENCE

### Englishwise

May 2023 - Present

#### PTE (Pearson Test of English) Trainer

Teaching English language to the Australian immigrants.  
Create PPTs and practice content.  
Help students with basic and complex Grammar rules.  
Give practices for neutral accent under group and individual settings.

### Planetspark

Jan 2021 - March 2023

#### English Teacher

Taught k-10 students on Public Speaking and creative writing methods.  
Gave tailored feedbacks and created assessments.

### FEA (Freedom Employability Academy)

October 2017 - May 2020

#### Spoken English Facilitator

Taught English language based on CEFR Model to college students and professionals.  
Made progress and assessment reports.  
Conducted various classroom activities in group settings.

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## EDUCATION & CERTIFICATIONS

**Bachelors in Political Science Honors (kalindi College, University of Delhi) 2014-2017**

**Higher Secondary education (CBSE) 2012-2014**

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## PROJECTS

### Global Voice (3 months), 2022

Soft Skills Trainer at Moradabad Technical Institute)

### Wordsworth (100 hours), 2023

English language Trainer at SKV School, Gandhi Nagar, Delhi