Lakshmi Venkatesh

Corporate Trainer / L&D; Executive

Chennai, Tamil Nadu | +91 98XXX XXXXX | lakshmi.venkatesh@email.com | linkedin.com/in/lakshmivenkatesh

SUMMARY

Moving from 7 years of classroom teaching into corporate learning and development. Designed and delivered curriculum to 200+ students a year, trained 9 colleagues on a new assessment system, and completed an instructional design certification in 2025. The audience changes; the craft of making people learn something does not.

EXPERIENCE

Senior Teacher & Academic Coordinator - Meridian Public School Jun 2019 - Present

Chennai

- Design and deliver curriculum to 200+ students a year across 6 sections.
- Coordinate a team of 9 teachers - lesson planning standards, peer observation and moderation of assessments.
- Trained all 9 colleagues on a new digital assessment platform during rollout, including writing the internal how-to guide; the department was fully onboarded within a month.
- Redesigned the assessment structure for two subjects after analysing three years of result data; the change was adopted school-wide.
- Ran 12 parent-communication sessions a year - the closest classroom equivalent to stakeholder management.

TRANSITION EVIDENCE

Certificate in Instructional Design Completed Nov 2025

- Covered ADDIE, adult learning principles, storyboarding and e-learning assessment design.
- Built a 45-minute e-learning module on workplace communication as the capstone, in Articulate Rise.

Volunteer Trainer - NGO Skill Programme 2025

Chennai

- Delivered 6 employability workshops to 90 young adults; designed the material myself.
- Collected feedback after each session and revised the deck three times based on it.

SKILLS

Training curriculum design, facilitation, adult learning principles, ADDIE, training needs identification

Tools Articulate Rise, PowerPoint (advanced), Google Workspace, assessment platforms

Other stakeholder communication, peer coaching, feedback-led revision

EDUCATION

M.A. (English) - University of Madras, 2019

B.Ed - Tamil Nadu Teachers Education University, 2017

SPECIMEN — ResumeHub. A fictional composite written to show this template finished. Copy the structure and the shape of the sentences, never the facts. The editable .docx sits beside this file.