



SHIVANGI SHARMA

EDUCATIONAL COUNSELLOR & BUSINESS MANAGER

PROFILE

Compassionate and results-oriented Preschool Counsellor and Education Professional with hands-on experience in parent counselling, child development support, and admissions management. Proven ability to guide parents on preschool readiness, behavioural concerns, and early childhood transitions while building strong trust-based relationships. Actively contributed to preschool growth through admissions counselling, daycare tie-ups, branch-level analysis, and digital outreach initiatives. Adept at collaborating with educators, managing data and operations, and implementing engagement strategies that enhance enrolment, parent satisfaction, and overall learning outcomes.

CONTACT

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EDUCATION

BACHELOR OF ARTS :
HONOURS IN POLITICAL
SCIENCES (FIRST DIVISION)

JUNIOR BASIC TRAINING -
DIPLOMA IN SPECIAL
EDUCATION { NIEMD - MINISTRY
OF SOCIAL JUSTICE AND
EMPOWERMENT (CGPA - 8.3) }

MASTERS IN ARTS : HONOURS IN
POLITICAL SCIENCE FROM DELHI
UNIVERSITY (SOL) - EXPECTED
GRADUATION DATE JUNE 2026

ACHIEVEMENTS

- Best Business Strategy Award – Presidium School (Delhi NCR)
- Published 2 research papers on INDIAN JOURNAL OF POLITICAL SCIENCE
- Volunteered Educational district survey conducted by Department of School Education, Haryana
- Implemented new strategies to quiz and cross-examine students Improves test and pass scores of students by 20 %
- Awarded for Contributions to Preschool Operations and Business Strategy, supporting parent engagement and early-stage admissions planning

LANGUAGES

- ENGLISH - Professional proficiency (Writing , Speaking and Grammar)
- HINDI - Professional proficiency (Writing , Speaking and Grammar)

WORK EXPERIENCE

Delhi public school, Sushant Lok

Admission counsellor

October 2025 - January 2026

Presidium group of school and Mother's Pride preschool, Sector 9A, Gurugram

Counsellor + Business Manager

December 2024 - September 2025

- Parent Engagement & Counseling: Guided parents on child development, preschool readiness, and behavioral support, improving parent satisfaction and retention.
- Admissions & Enrollment Growth: Managed admissions and orientation sessions, strengthening parent communication and contributing to increased enrollments.
- Outreach & Partnerships: Initiated preschool tie-ups with local daycares, enhancing school visibility and supporting early-stage student outreach.
- Strategy & Digital Engagement - Analysed branch-level admission challenges and supported social media and digital marketing efforts to improve lead generation, conversions, and parent engagement.

PETALS PRESCHOOL AND DAYCARE , GURUGRAM

Counsellor

JUNE 2024 - December 2024

- Supported the emotional and social development of young children in a newly set-up preschool environment through regular interaction and observation.
- Guided parents on early childhood behavior, adjustment issues, and developmental milestones during the school's foundational phase.
- Helped build a nurturing and child-friendly atmosphere, contributing to trust-building between new admissions and the preschool team.

SIVANANDA - PRAVEEN PUBLIC SCHOOL

PRIMARY EDUCATOR

APRIL 2023 - JUNE 2024

- Curriculum & Delivery: Designed and delivered engaging lesson plans.
- Classroom Management: Fostered a positive and inclusive learning environment.
- Student Assessment: Assessed performance through tests and projects; provided feedback to students and parents.
- Extracurriculars: Led clubs and sports, supporting students' social development.

SKILLS

- Strong communicator with experience in counselling, coordination, and presentations.
- Empathetic listener and persuasive in parent interactions and admissions.
- Skilled in tracking student data and reporting to leadership.
- Experienced in school marketing, lead follow-up, and event planning.
- Adaptive, soft-spoken, and tech-savvy team player.