📞 +17737397326

✉ tretasharma@gmail.com

in tretasharma/

📍 Chicago, IL, USA

🌐 tretasharma.com

TRETA SHARMA

PROFESSIONAL SUMMARY

Learning and instructional specialist with 8 years of experience and a passion for creating, empowering, consulting and transforming learning environments through technology, training, instructional design, and curriculum development. Committed to fostering diversity, equity, and inclusion one lesson at a time!

EDUCATION

NORTHWESTERN UNIVERSITY, USA   **2024-2025**

- Master of Science in Education and Social Policy - Learning Sciences and Educational Technology

GGS INDRAPRASTHA UNIVERSITY, INDIA   **2015-2017**

- Bachelor of Education - Education Management

BHARTIYA VIDYA BHAVAN, INDIA   **2013-2014**

- Mass Communication

UNIVERSITY OF DELHI, INDIA   **2010-2013**

- Bachelor of Commerce - Business Administration and Economics

WORK EXPERIENCE

LEAD EdTech - LEADERSHIP BOULEVARD - *Curriculum Analyst*   **Delhi, IN - 2022 - 23**

- **Trained and consulted administrators and mentors** for effectively implementing EdTech solutions in low-income partner educational institutions.
- Conducted comprehensive **training needs analysis** for client institutions and aligned training initiatives for Edtech product implementation.
- Conducted **50+ teacher debriefs** to inform the TPACK (Technological Pedagogical Content Knowledge) framework, instilling leadership and values.
- Analysed performance data of **1.2 million+ learners across 3000+ institutions** via LMS to inform learning products.
- Aligned **5 distinct educational boards'** policies into a unified LMS platform.
- Provided on-site training, consultation, and feedback to partner institutions, **increasing student learner performance by 20%.**
- Addressed bottlenecks and quick fixes as an Excellence Analyst in the **Rapid Response Team (RRT).**
- Coordinated with a team of **4 engineers** for the development of LMS features
- Provided on-the-spot educational **policy support** and guidance to adult learners.

HCL TECHNOLOGIES' SHIV NADAR FOUNDATION - *Faculty and Trainer*   **Gurgaon, IN - 2019-2021**

- Led initiatives for **art Integration into the STEM disciplines**, fostering creativity and critical thinking in **450+ learners**.
- **Content Delivery** and Classroom Management through EdTech tools, resulting in **100% of learners meeting the required benchmark**.
- Trained instructors in delivering technology-driven instructions with the adept use of **technology and skill-based strategies** as a coordinator.
- Conducted enriching sessions on **soft skills and values**, fostering well-rounded personality development in learners.
- Advocated for transdisciplinary learning outcomes, aligning social sciences with **21st-century technological skills.**
- Created **inclusive learning environments** for ownership of learning and to gauge critical thinking and metacognition skills.

TEACH FOR INDIA (TEACH FOR ALL) - *Fellow Advisor*   **Pune, IN - 2018 - 2019**

- **Trained 100+ adult fellows** from varied backgrounds with an immersive six-week residential program for onboarding.
- Coordinated with program managers to support **53 adult learners**, driven by **ADDIE, Kirkpatrick and Bloom's models and principles**, for blended learning.
- Observed techniques, **held de-briefs, and gave feedback** to facilitate growth during 1:1 meetings.

Fellow - Social Impact   **Delhi, IN - 2017-2019**

- **Taught 60 first-generation learners** in a free-of-cost government school.
- Facilitated **Community development programs** by building relationships and mediating between the school authorities, local government and parents.
- Member of the School Management Committee, along with the principal, educators, parents, and **government representatives.**
- Crafted inclusive instructions and assessments aligned with Blooms, DOK, and other learning frameworks, impacting 104 learners.

RESEARCH & PROJECTS

- Designing a website for self-directed learners with AI integration. *(ongoing)*
- Personal Innovation Project - Leadership in Community Centred Tech Innovation for learners
- Socio-Economic Research in the urban villages in Delhi in partnership with Teach For India
- Design-based research for intervention for Self-Directed Learning (SDL)
- Designed a board game, 'The Energy City', as Next Generation Science Standards (NGSS), 3-5-ETS1-3 Engineering Design.
- Designed workshop curriculum for AI Literacy

CERTIFICATIONS

- International Society for Technology in Education (ISTE) - Academic Integrity in an AI World
- Qualified Central Teacher Eligibility Test (CTET) - Ministry of Education
- LinkedIn Learning - Instructional Design for Adult Learners
- Centre for Teacher Accreditation - Rank holder; 48 in Northern India Region

SKILLS

- Education Management
- Stakeholder Management
- Training and Mentorship
- Learning and Curriculum Design
- Learning Gamification
- Designing Learning Environments
- Assessment Designing
- Critical Thinking
- Soft Skills
- Research and Analysis

COMPUTATIONAL SKILLS

- Project Management Tools
- Utilising Generative AI
- Collaboration Tools
- Design and Multimedia Tools
- Microsoft Office Suite
- Google Workspace Tools
- Data Analysis Tools - Stata, Qualitrics, Nvivo

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Spanish: Basics

Authorized to work in the US. No sponsorship required.