



Lawrie Colaco

Education Management



Professional Summary

Seasoned Education Management professional 13 + Plus years experience in educational leadership positions. Focused on building the next Generation of Leaders for the service sector and transforming society through employability linked courses . Leverages research-based interventions, strategies and instruction and analyses data to drive academic achievement and social-emotional growth.



Work History

2018-01 -
Current

Programme Coordinator & Training & Placement

Parvatibai Chowgule College , South Goa

- Orchestrated smooth and efficient programme development by collaborating cross-functionally across stakeholders
- Developed and approved training modules
- Provided ongoing direction and leadership for program operations.
- Supervised 15 of professional and administrative personnel.
- Addressed and resolved technical, financial and operational concerns by working with team members and directors.
- Managed web content updates and ongoing site maintenance to provide students with easy information access.
- Pitched and built new programming strategies and one-off feature shows to boost audience interests and diversify offerings.
- Led onboarding activities for 150 + student employees to equip staff in daily responsibilities.



Contact

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Skills

Individualized education programs



Team collaboration and leadership



Training and Development



Project Management



Remote learning



- Motivated and directed staff to align operations with organizational mission using appropriate training initiatives and presentations.
- Designed courses and implementation of courses
- Prepared monthly reports for upper management.
- Assisted with community resources for employability enhancement
- Selected and developed instructional material and planned instruction to enhance student learning.
- Collaborated with faculty, staff and stakeholders from across college and community to create, preserve and partnerships.
- Collaborated with faculty and community stakeholders for program improvement.
- Created assignments to encourage student learning and develop communication skills and higher-order thinking.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Conducted individual and group counseling sessions.
- Helped students develop organizational, time management and study skills.
- Counseled students regarding course and program selection, class scheduling and registration and career planning.
- Empowered students through counseling and skill-building exercises.
- Used standardized assessments to evaluate abilities, interests and characteristics of different students.
- Taught classes and presented self-help or information sessions on subjects related to education and career planning.
- Instructed individuals in career development, job search and application strategies, resume writing and interview skills.
- Performed sourcing, interviewing, negotiations and hiring.

Written and oral communication



Course development



Strategic learning solutions



Recruiting and Hiring



Data-driven decision making



- Reviewed applications and resumes to support hiring activities.
- Optimized student educational strategies with clear advice on course choices, progression and career options.
- Graded quizzes, tests, homework and projects to provide students with timely academic progress information and feedback.
- Graded tests and assignments and uploaded to school database.
- Identified research opportunities for students, assisting with gathering data and drawing conclusions for projects.
- Facilitated mock job interviews for student skill-building and promoted potential networking opportunities.
- Established and maintained inclusive, collegial and collaborative culture within classroom.
- Provided students with constructive, encouraging and corrective feedback.

2021-01 -
Current

● **Corporate Social Responsibility (CSR) Consultant**

REACHA , INDIA

- Responsible for Skillbuild courses
- Liaison with Government and other stakeholders
- Onboarded new temps by entering employee information into systems.
- Established clear targets and motivated team members to buy into sustainability principles at all levels.
- Maintained excellent attendance record, consistently arriving to work on time.
- Prepared variety of different written communications, reports and documents.
- Developed core sustainability principles into strategic approaches to short- and long-range capital and operations areas.
- Utilized forward-thinking and resourceful strategies to tackle issues with resource conservation, energy use and pollution controls.
- Formulated or implemented sustainability

campaign or marketing strategies.

2022-02 -
Current

● **Academic Content Developer**

Domestic Sector Skill Council , Delhi

- Facilitated academic and cognitive assessments to provide resource referrals according to individualized needs.
- Designing content
- Met firm deadlines while applying results-driven and goal-oriented methodology to teaching initiatives.
- Discussed student success strategies and development of study skills.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.

2017-05 -
2017-12

● **Trainer**

Independent , South Goa

- University & Academic affairs
- Scheduled and taught in class and online courses to increase learning opportunities.
- Quickly adapted training plans for client needs, keeping timelines, budgets and desires in mind.
- Implemented new training courses after assessing corporate data and identifying employee weaknesses.
- Supported productivity increase and business growth through new hire training and mentoring.
- Monitored participant workflow and behaviors throughout training process.
- Tracked attendance and evaluated progress for assigned trainees.
- Delivered instructional presentations on equipment use, focusing on efficiency and safety.
- Identified and recommended staff for key positions and departments.

2015-01 -
2017-04

● **Head Group Operations**

EMERGE LEARNING SERVICES & SUBSIDIARIES

- Responsible for the Operations and Business of-
- Hospitality Education Vertical (Gesto / EVS)
- Acquiring/ supporting the acquisition of new business clients in Corporate and government projects.
- Managed team of employees, overseeing hiring, training and professional growth of employees.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Conducted research, gathered information from multiple sources and presented results.
- Prepared variety of different written communications, reports and documents.
- Led government liaison
- Drove operational improvements which resulted in savings and improved profit margins.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Conferred with educators to identify current classroom concerns and diversify instructional strategies.
- Promoted program courses, activities and accomplishments, both internally and externally, to boost recruitment and retain diverse student body.
- Optimized classroom transitions while encouraging and reinforcing student instruction and liaising with administration department leaders.
- Increased school registrations over 68% with improved promotional approaches, outreach strategies and parent engagement plans.
- Assisted faculty and staff in duties such as teaching classes, conducting orientation programs and issuing transcripts.
- Conducted surveys with students upon course completion to gather feedback for improvement.
- Answered phones and maintained student

records for education department.

2012-08 -
2014-12

● **Faculty & Academic Coordinator**

AMERICAN HOSPITALITY ACADEMY, Pan India

- Launching and managing the brand operation for the west India Region
- Trained - 432 Students in the region
- Strategic Member - Placements
- Facilitated and logged store opening, closing and shift changes.
- Monitored self-checkout systems and provided help in resolving complex problems.
- Helped management develop employee improvement plans and motivate team members to continually improve.
- Helped customers complete purchases, locate items and join reward programs.
- Conducted surveys with students upon course completion to gather feedback for improvement.
- Answered phones and maintained student records for education department.
- Maintained program files, records, databases and websites to gather research and prepare and submit reports.
- Implemented program-level departmental policies and procedures and managed budgets to support educational program and curriculum.
- Created press releases and announcements, newsletter articles and website copy.
- Planned and executed internal and external marketing events.
- Composed daily posts for social media and helped build corporate presence on Twitter, Facebook and Instagram.
- Researched, gathered and edited proposal materials.
- Selected and developed instructional material and planned instruction to enhance student learning.
- Incorporated proven methods of engagement and assessment that facilitated student mastery of content.

2011-06 -
2012-08

● LEAD TRAINER

GESTO CULINARY & HOSPITALITY ACADEMY

- Responsible for preparing training materials like presentations and Course handbooks
- Member - Placements & Corporate communications.
- Analyzed training, student outcomes and course delivery metrics to produce reports for senior management.
- Provided in-house training to new employees concerning maintenance of standardized training approaches.
- Translated job requirements into training to groom students for jobs
- Monitored training effectiveness through observation and metrics analysis.
- Evaluated training needs to improve training quality.

2009-07 -
2011-06

● LECTURER

ROSARY HIGHER SECONDARY SCHOOL, HOTEL MANAGEMENT, South Goa

- Plan and monitor student's progress
- Deliver lectures and conduct practical's, Maintain and manage students records
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations.
- Participated and led committee meetings to remain aware of developments in subject.
- Created and designed quizzes, tests and projects to assess student knowledge.
- Designed and distributed lecture handouts to round out material and increase student understanding.
- Trained and Managed a total of 200 students in class 11 & 12



Education

2015-05 -

● Masters: Hospitality Management

2017-06

Kalinga University - Rajpur, MP

2012-06 -

● **MBA: HR & Marketing**

2014-06

Mahamaya Technical University - Greater Noida,
UP

2006-06 -

● **Bachelor: Hospitality Management**

2009-05

Edinburgh Napier University - Edinburgh



Certifications

2022-03

● CSR specialist

2016-10

● Train the Trainer - NSDC



References

- **Ms Deepa V Chowgule** - Former Vice President
, Chowgule Education Society
- **Ms Elaine Colaco**- Senior Independent Project
Consultant
- **Mr Sylvano DeMello** - Brand owner, Sals Pizza