

BINDU KALE

Sunnyvale, CA 94807 | 650.832.4284 | binduk@gmail.com

LEARNING & DEVELOPMENT PROFESSIONAL

Dedicated, highly effective professional with a history in teaching and human resources that includes developing and facilitating learning programs that expand staff knowledge, engagement, and capabilities, while supporting organizational goals.

- Creative, collaborative expert driving innovation throughout L&D strategy and initiatives. Solid base of knowledge in virtual learning and technologies to support a variety of professional environments.
- Record of success delivering high-impact improvements, creating executive-level systems, and creating curricula and tools that enhance learning in both in-person and virtual environment.
- Confident mentor and coach with deep experience in program management in diverse professional settings.
- Background includes managing teams and classrooms, as well as leading projects that require planning and communication across cross-functional groups.

Areas of Expertise & Technical Skills:

Learning & Development • Program Development & Implementation • Staff Training (Development & Delivery)
Project Management • Multi-Subject Teaching • System Development • Audience Engagement • Strategy Design
Performance Analysis & Management • Curriculum Development • HR Management • Needs Analysis
Process Improvement • Cross-functional Collaboration • Budget Management • Data Analysis
Leadership Development • Team Leadership • Technology Optimization

Technology Snapshot: MS Office • Google • Canva • iMovie

PROFESSIONAL EXPERIENCE

Tommy School | Santa Clara, CA

2018–Present

CAMPUS TECHNOLOGY LEAD & ELEMENTARY TEACHER

In role as Technology Lead, support teacher use of key tools by serving as a coach and mentor. Work with staff to plan and integrate curriculum with technology to optimize student engagement.

As 2nd-grade Teacher (2022–Present), deliver classroom instruction Science, History, English/Language Arts, and Math. Create lesson plans and activities to generate student interest. Additionally, as extended day teacher for K-3 students, supervised homework, created art curriculum, and handled disciplinary issues in after-school environment.

As Technology Teacher (2018–2022), taught computer science as well as the fundamentals of Google Suite, Coding Basics and Paint.com (using technology to paint pictures on the computer) to students in grades 1-5, played lead role in development and execution of programs/strategies for achieving technology and learning goals.

As Summer School program manager, planned and implemented the summer school curriculum. Managed 20+ teachers, handling scheduling and special events coordination.

- **Optimized teacher use of high-impact technology with development of step-by-step course** to ensure they were prepared for start of school year, as well as customized lesson plans for subjects to assist with incorporating tech into the classroom.
- **Enhanced distance learning for teachers during Covid** through training that helped them use Zoom and other tech such as Google and Schoology integration to instruct and conduct their virtual classrooms.
- **Conducted training session on Google Docs and Slides for group of teachers**, that illustrated how to use the tools for student projects.

Fred School | Milpitas, CA

2017-2018

MANAGER HR & OPERATIONS

Directed core HR administrative and operational functions. Developed programs and tools to support performance management.

- **Optimized relevance and success of performance management efforts** by creating and customizing a system to meet needs of 10 separate teams.
- **Enhanced communication/connection between senior leaders** by developing an operations dashboard for executives from Finance, HR, and Recruitment groups, providing an analytical platform that was used for guidance and improved decision making.

Zeppelin / Jagger School | Pune, India**2012–2018****DIRECTOR**

Oversaw 15-member team driving operations and human resources programs/initiatives for company with 100+ employees. Led product development, as well as projects to improve internal efficiency and meet standards.

- **Delivered 15% boost in employee retention and 23% increase in engagement with development of performance management systems** and HR programs.
- **Encouraged and led team in delivery of trainings to their staff** on game development technologies and content development.
- **Increased gross margin 3%** through introduction of in-house product development.
- **Ensured fulfillment of quality standards and ability to meet strict deadlines** through implementation of new QA initiatives.
- **Lowered costs 11% with targeted changes to recruiting process** and better resource management.
- **Increased efficiency 15% and encouraged performance-focused culture** by redesigning companywide compensation structures.

Weir India Pvt. Ltd. | Pune, India**2007–2012****HR ASSOCIATE**

Drove human resources activities, including full-cycle recruiting and new-hire orientation, as well as training. Managed compensation and incentive plans, conducted performance reviews and handled salary changes. Assisted senior executives with programs and initiatives focused on development and training, including for management roles—utilized in-person and online events to optimize reach and address different learning styles. Served as top HR manager and expert in absence of Chief People Officer.

- **Raised global engagement and employee satisfaction 17% for top decision makers and managers** by driving all aspects of design, development, and execution of global leadership development and 360-degree performance management program for C-level leaders and project managers across the U.S, UK, and India.
 - Uncovered and filled key gaps through creation of targeted training and development plans.
 - Planned and implemented in-house content, online learning, and self-study courses to meet individual needs.
- **Optimized leadership development, incorporating behavioral tools** such as Thomas profiling (DISC) for leadership hiring, development, and training.
- **Enhanced HR standing in organization** with executive presentations that highlighted strategies and accomplishments.
- **Improved consistency across all organizational areas** by designing/introducing comprehensive HR handbook.

EDUCATION & CERTIFICATIONS

Micro Master's Degree in Instructional Design University of Maryland (Global Campus)	2020
Early Childhood courses (18 units) Foothill College	2018
CBEST Certification State of California	
Master of Business Administration Pune University, India	
Bachelor of Science in Zoology Pune University, India	