

SOWMYA V

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PROCESS ASSOCIATE

Experienced property record research with a strong proficiency in assessing title reports, possessing an in-depth understanding of property conditions and analysis.

Demonstrates advanced knowledge of taxing procedures, laws, and market dynamics. Committed to delivering timely and efficient services to clients.

Proficient in utilizing computer-based research programs, adept at compiling pertinent information related to taxes, liens, indexing, mortgages, bankruptcy, and foreclosures.

STRENGTHS AND EXPERTISE

Time Management
Client Coordination /
Communication

Leadership
Teamwork

Creativity
Problem Solving

PROFESSIONAL EXPERIENCE

Pathfinder Business Analysis (PFBA) Process Associate

April 2023 - Present

I work in property tax reduction, nature of the business is to reduce the client's property tax amount. Review and validate the documents such as the appraisal report, property survey, house bill, renovated invoice, and income expenses.

Accomplishments:

- Our responsibility is to gather the property information from the official site and ensure that the client provides the same information. Mapping the documents received from clients to appropriate documents type for evidence purpose.
- Preparation of evidence using automated tools to provide complete hearing files for protest.
- Responding to the client queries related to reduction process and protest status

Lisieux Matriculation Higher Secondary School Mathematics Teacher

June 2022 - March 2023

Skilled in creating engaging lesson plans, fostering a positive classroom environment, and tailoring teaching methods to meet diverse learning needs.

Accomplishments:

- **Effective Curriculum Delivery:** Successfully developed and delivered clear and engaging lessons in accordance with the curriculum, ensuring that complex mathematical concepts were accessible and understandable to students.
- **Improved Student Performance:** Demonstrated a track record of contributing to improved student performance, as evidenced by enhanced test scores, increased understanding of mathematical principles, and a heightened enthusiasm for the subject.

Dedicated and results-driven online tutor with two years of experience in delivering high-quality educational support to students. Proven expertise in creating engaging and effective learning environments tailored to individual needs.

Accomplishments:

- **Individualized Instruction:** Successfully provided personalized tutoring sessions to a diverse range of students, adapting teaching methods to accommodate various learning styles and abilities.
- **Improved Academic Performance:** Consistently contributed to notable improvements in students' academic performance, evidenced by higher grades, increased confidence, and enhanced subject comprehension.
- **Positive Student Relationships:** Built strong rapport with students, creating a positive and encouraging learning environment. Fostered a sense of enthusiasm for the subject, motivating students to actively participate in their educational journey.

**Bishop Francis Matriculation School
Handwriting Trainer**

June 2019 - March 2020

Results-oriented Handwriting Trainer with one year of experience dedicated to improving the penmanship and fine motor skills of individuals.

Accomplishments:

- **Measurable Progress:** Monitored and documented measurable progress in students' handwriting, showcasing tangible improvements in legibility, consistency, and overall quality.
- **Individualized Handwriting Improvement:** Successfully provided personalized handwriting training to individuals of various age groups, identifying specific challenges and tailoring instructional methods to address unique needs.

EDUCATION

Sri Ramakrishna College of Arts & Science (SRCAS), Coimbatore, TN

B. Sc Mathematics - 71%

Ranganathapuram Girls Higher Secondary School, Coimbatore, TN

Higher Secondary - 71%

Kumaraswamy Matriculation Higher secondary school, Coimbatore, TN

Secondary - 91.2%

TECHNICAL KNOWLEDGE

- **Technologies** : MS Office (Word, Excel, Outlook, PPT, Adobe photoshop)
- **Operating System** : MS Windows 2008 - MS Windows 2011

LANGUAGES

- **Languages Known** : English (R/W), Tamil (R/W)

DECLARATION

I declare that the information provided in this CV is true and accurate to the best of my knowledge.

Date:

Sowmya V

Place: Coimbatore