

# JINU JOSE

**BANKING ADVISOR - Financial Product Knowledge (IFC), Data Analysis, Digital Literacy**

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## SKILLS

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- **Banking Systems:** POS operations, account setup, deposits, withdrawals, transfers, and bill payments.
- **Financial Products:** Credit cards, loans, RRSPs, GICs, TFSAs, chequing, savings, overdraft protection.
- **Compliance & Documentation:** KYC, AML protocols, client ID verification, regulatory forms, audit trail.
- **Technical Tools:** Salesforce, Temenos, Excel, Outlook, secure banking portals, CRM dashboards, data entry.

## WORK EXPERIENCE

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### Educational Assistant

*Edmonton Catholic School*

**February 2025 – Present**

**April 2023 – April 2024**

*Alberta*

- Coordinated with 10+ educators to implement IEPs & differentiated instruction plans, increasing academic performance benchmarks by 35% via structured interventions & curriculum-aligned instructional delivery systems.
- Facilitated inclusive classroom protocols and sensory accommodations using behavior tracking tools, reducing disruptive incidents by 40% and improving student regulation metrics across the learning environments.
- Delivered differentiated instruction using assistive technologies, visual scaffolding, and multimodal content, improving comprehension scores by 30% across standardized assessments and formative evaluation benchmarks.
- Maintained student progress logs, IEP documentation, and compliance records using encrypted digital reporting systems, enhancing audit readiness and improving data accuracy by 100% across weekly performance reviews.
- Integrated 5+ digital platforms including Google Classroom & Kahoot into instructional workflows, increasing engagement metrics & digital fluency by 45% in diverse learner profiles & grade-level cohorts using LMS modules.
- Facilitated 25+ students with disabilities via structured interventions, adaptive scheduling & targeted resource allocation, improving milestone achievement rates by 30% across quarterly evaluation cycles using assistive tools.
- Collaborated with therapists and specialists to align support plans, increasing coordination efficiency and service delivery by 50% through shared documentation systems and interdisciplinary planning sessions using case logs.
- Conducted peer mentoring sessions and structured group activities using collaborative learning models, increasing participation rates and reducing social isolation by 50% across inclusive classroom settings using rubrics.

### Assistant Professor of English

*Newman College, Mangalam College of Engineering*

**June 2020 – March 2021**

*Kerala*

- Delivered 100+ hours of curriculum-aligned instruction using Bloom's taxonomy, increasing student pass rates by 30% across three academic terms through structured modules and outcome-based learning strategies.
- Conducted 10+ IELTS & TOEFL workshops using CEFR-integrated frameworks & mock evaluations, improving standardized test scores by 20% and international admissions eligibility by 15% across two academic cohorts.
- Supervised 15+ research papers and academic submissions using APA formatting and peer-reviewed sources, increasing publication acceptance rates by 35% in indexed journals and national-level academic conferences.
- Verified 200+ admission documents and resolved 100+ queries using ERP systems and audit checklists, reducing processing delays and improving intake accuracy by 40% during centralized university admission cycles.
- Directed 3 student-led clubs and coordinated 10+ events using project-based learning models, increasing participation and leadership engagement metrics by 50% through structured planning and activity-based outcomes.
- Designed interactive assessments and peer review systems using rubrics and formative feedback loops, improving feedback precision and engagement metrics by 45% across midterm evaluations and final project submissions.
- Developed LMS modules and remote learning content using Moodle and SCORM packages, increasing digital access and completion rates by 40% across departments during hybrid instructional delivery and online semesters.
- Collaborated with faculty on curriculum updates and accreditation prep using NAAC guidelines and gap analysis tools, improving compliance and audit readiness by 30% during internal quality assurance assessments.

## EDUCATION

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### Bachelor of Education

*Mahatma Gandhi University, India*

August 2018 – June 2020

### Masters in English Literature and Language

*Mahatma Gandhi University, India*

August 2016 – August 2018

### Bachelors in English Language and Literature

*Mahatma Gandhi University, India*

August 2013 – June 2016

## CERTIFICATIONS

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- **Investment Funds in Canada** issued by Canadian Securities Institute on September 2025