

Rubina Noreen

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Objective:

To secure a position as a teacher and utilize my dedication to foster quality education, eager to impart lessons and communicate clear learning objectives by using a variety of learning materials and resources

Professional Experience:

Lecturer

October 2009-Present (right now)

English Language Institute, Jazan University,
Kingdom of Saudi Arabia

- Worked as a team leader of the We Care program of Jizan University
- Worked as a course coordinator for level 5 & 6 at CAMS
- Worked as an assistant with curriculum development committee to design course for level 5
- Worked as exam reviewer at CAMS
- Planned, prepared and delivered lesson plans and instructional material for teaching Paragraph Writing, Effective Communication, Research Paper Writing and Oral Presentation
- Worked as a lecturer in Government College Kot Radha Kishan
- Instructed and monitored students in the use of learning materials and equipments.
- Collaborated with fellow teachers

Highlights

- Outstanding proficiency in all aspects of online and conventional classroom teaching
- Remarkable ability to effectively communicate with students
- Excellent English writing and verbal skills
- Adept at working with students in individual and group settings
- Strong ability to prioritize classroom objectives
- Impressive organizational skills

Jazan university training workshops and seminars

- Attended various workshops both online and offline conducted by jazan university.
- Conducted teachers' training workshop on "Teaching Noun Clauses and Restrictive Clauses".

Major responsibilities

- Providing a stimulating learning environment in which students can develop to their full potential.
- Utilizing computer resources, including educational software and the Internet, to promote interactive learning.
- Helping to prepare students for the future workforce by and encouraging interactive group-work and problem-solving. .
- Preparing remedial programs for students requiring extra help.
- Organizing and supervising extracurricular and after-school activities.
- Maintaining up-to-date subject knowledge and researching new topic areas, resources and teaching methods.

Special Learning Opportunities:

- Attended Teacher Training workshops held by Allama Iqbal Open University during B. ED course studies. These workshops include theory and practical regarding teaching methodologies, lesson plans, language, communication and self-help skills.
- Worked with team of teachers to put on the school's annual speaking contest which consisted of Team Finals, Semi-Finals, and Finals, held at School; promoted oral expression and communication skills in students.

Academic Qualification:

- Masters in English literature, University of the Punjab (2003)
- Bachelor of Arts, University of the Punjab (2001)

Extra Curricular Activities:

- I have been representing my institution in different competitions & discussion forums with strong Communication skills.
- To be up to date about History and International Events.
- Reading Informative Material Books & Magazines.
- Playing Badminton.

Reference:

Will be available on request

