

## PERSONAL INFORMATION

# HINA SARDAR

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## OBJECTIVE

I am motivated and ambitious and I would like my students to appreciate and understand the importance of English Language in our daily lives. I believe in a strong communication between a teacher and her students and encourage the children to express their ideas verbally and through writing. Looking to obtain a job in a reputable institution.

## TEACHING PHILOLOSOPHY

As a teacher, I am a firm believer of the student-centred classroom. I try to limit the teacher talk time and give my students an opportunity to participate and discuss their own ideas about the topic. Sometimes, they amaze me with their level of maturity. These young learners have a great potential to make a change. As a teacher, my responsibility is to provide them with the right information and tools which will help them achieve their goals in life.

## WORK EXPERIENCE

January, 2015 - To date

*English Lecturer*

### **Jazan University, Jazan, Kingdom of Saudi Arabia**

- Teaching English to adults whose first language is not English
- Working as a member of Teaching and Learning Unit to improve quality and efficiency of English Language Institution (ELI) exams preparation and reviewing
- Preparing and setting tests, examination papers, and exercises
- Marking and providing appropriate feedback on oral and written work
- Devising, writing and producing new materials, including audio and visual resources
- Attending and contributing to training sessions
- Basic administration, such as keeping student registers and attendance records
- Member of the Examination Committee

April ,2011 - Nov 2014

*Senior English Teacher/ Headmistress*

### **International Islamic University Islamabad, Pakistan**

- Taught small groups of adults from various backgrounds
- Facilitated conversation with natural expressions
- Worked on pronunciation and stress patterns
- Assign and graded homework assignments
- Imparted English Language training to the staff members of the school
- Working as headmistress of the school

September, 2007- March, 2011

*Senior English Teacher*

### **The Educators, A Project of Beacon House School system, Pakistan**

- Worked as Senior English Teacher
- Taught in small groups to beginners and intermediate learners
- Worked as an academic coordinator
- Emphasized vocabulary building
- Developed lesson plans around individual student needs
- Review and graded all homework assignments

## EDUCATION AND TRAINING

June 1 <sup>st</sup> , 2014 – July 8 <sup>th</sup> 2014	<i>Instructional Leadership Institute for Pakistani Educators (ILIPE) / Training in <u>Understanding by Design</u></i>
Institution	<b><u>University of Massachusetts (UMASS), Amherst, USA</u></b>
Main Courses	Backward Designing of Curriculum, Instructional Leadership and management, Constructivist Theory of Learning, Differentiated Instructions
September, 2012 – October, 2013	<i>Post Graduate Diploma in TEFL</i>
Institution	<b><u>Allama Iqbal Open University, Islamabad, Pakistan</u></b>
Major Courses	Grammar, Phonology, Sociolinguistics, Psycholinguistics and Language Teaching Methodology, The Language Skills, EFL in Classroom, Workshop
March, 2008-August, 2011	<i>M.A (English Literature)</i>
Institution	<b><u>University of Peshawar, Pakistan</u></b>
Major Courses	History of English Literature, Poetry, Prose, Language and Linguistics, Introduction to English Literature, Drama, Novel, Criticism, English Language Teaching (ELT)
September, 2009 – March, 2011	<i>B.Ed. (Bachelor of Education)</i>
Institution	<b><u>Allama Iqbal Open University Islamabad, Pakistan</u></b>
Major Courses	Educational psychology and curriculum, English Compulsory, Evaluation, Guidance and Research, School Organization, Teaching of English, Perspective of Education, Workshop and Teaching Practice, Islam, Pakistan and Modern World

## PROFESSIONAL COURSES

November 04, 2015 Institute / Duration	<i>Promoting EEC's Best Practices Jazan University, Kingdom of Saudi Arabia (One day)</i>
March 2013 Institute / Duration	<i>Language Skills and Lesson Planning International Islamic University Islamabad Schools Pakistan (One week)</i>
February, 2012	<i>MS Office</i>

Institute / Duration	International Islamic University Islamabad, Pakistan (One Month)
October,2011	<i>Lesson Planning and teaching Methodologies</i>
Institute / Duration	Institute of Professional Development Islamabad, Pakistan (3 days)
August 2008	<i>Curriculum and Syllabus Breakdown, Teaching of English, Phonics</i>
Institute / Duration	Oxford University Press, Pakistan ( Two Weeks)
January,2007	<i>Teaching Methodologies</i>
Institute / Duration	New Century Education (NCE) Pakistan (One Week)

## PROJECTS

UMass Project	Designed a Unit of Study using Understanding by Design (Backward Designing) Big Idea for Unit of Study was "Communication in Second Language"
TEFL Project	Teaching Speaking Skill The main objective of the study was "how to improve teaching of speaking skills"
TEFL Project	Importance of lesson Planning Objective of this study was to find out how lesson plan affect the teaching and learning process
TEFL Project	Causes of errors in written and spoken language The main purpose of the project was to find out the causes why the EFL Learners commit errors while writing and speaking the target language

## ACHIEVEMENTS

- Awarded a fully funded scholarship to attend a teacher training program at University of Massachusetts, USA (2014)
- Achieved certificate for best presentation on professional development from Jizan University, KSA (2015)
- Certificate of appreciation for best performance in examination evaluation committee, Jizan University, KSA (2015)
- Received best teacher award at International Islamic University Schools (2013)
- Received best teacher certificate at the Educators, A Project of Beacon House School Systems (2007)

## PROFESSIONAL SKILLS

- Able to use computer –assisted educational resources
- Researching new topic areas and maintain up-to-date subject knowledge
- Able to teach vulnerable and sometimes challenging students
- A committed and organised professional
- Fully aware of diversity and cultural issues
- Able to communicate effectively both verbally and in writing

## PERSONAL SKILLS

- Flexible and adoptable
- Enjoy working with children and young people
- Can form quick and productive relationship with staff and students
- Able to stay calm in all situations
- Able to communicate effectively both verbally and in writing
- Can involve and inspire students of all levels

## REFERENCES

Available on request