

Curriculum Vitae

Rabia Bibi

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Nationality: Pakistani

Academic Details

- 2003-2005 Master of Arts in English from University of the Punjab, Pakistan
- 2001-2003 Bachelor of Arts from University of the Punjab, Pakistan
- 2008-2009 Bachelor of Education from Allama Iqbal Open University, Islamabad, Pakistan

Employment Record

- 2005-2011 Worked as a lecturer at Federal Government Post Graduate College for Women, Wah Cantt, Pakistan
- 2011 to date Working as a language instructor at Jazan University, KSA

Academic and Professional Experience

- 2013-2014 ELC Examination Evaluation Correspondent for Medical College, Jazan University
- 2014-2015 Member of Examination Committee at English Language Center, Jazan University
- 2016 Supervisor for PNP (Pharmacy, Nursing, & Public Health) Campus for both male and female sections.
- 2017-2018 Member of Examination Evaluation Committee, English Language Center, Jazan University
- 2018 Trainer for IELTS Training Program at Jazan University
- 2017-2019 Exam compiler for Medical College, ELI, Jazan University
- 2019-2021 Built pools for online quizzes, midterm and final exams for ENG-181, ENG-182, and DCSCE courses on Blackboard beside preparing exam papers, reviewing questions of exam prepared by my colleagues, and proofreading exam questions, etc. for uploading on Blackboard.
- 2022-2023 Member of Planning and Development Unit, Jazan University

- 2022-2023 Member of Teaching and Learning Unit, Jazan University

Professional Activities

- 2012 Conducted a workshop at Medical College, Jazan University on *Classroom Dynamics*
- 2013 Conducted a workshop at Medical College, Jazan University on *Lesson Planning for Effective Teaching*
- 2014 Participated in ELC Model Lesson Competition
- 2016 Participated in Jazan University Book Fair as PNP supervisor
- 2021 Served as a team leader for the development of electronic resources for course ENG-182 (*Effective Academic Writing*) and also prepared the material.
- 2022 Prepared Supplementary Activities for level 1 (ENG-181) and level 2 (ENG-182) students of Medical College, Jazan University
- 2023 Reviewed flipped and blended classroom activities for ENG-183

Workshops Attended

- *Classroom Management* by Dr. Murad Aloua
- *Success in Academic English* by Mr. Ali Ghazel
- *Tell Me More Training* by Mr. Troy Tilus
- *Propell Workshop on TOEFL IBt test* by Brent Corley
- The Dissertation Proposal: *Aligning Your Problem, Purpose, and Research Questions*, presented by Dr. Chris Deason.
- E-training course: *How to Publish with Wiley* (held through SDL portal)
- *How to Publish in CAB Review CABI* (held through SDL portal)
- Workshops organized by English Language Institute of Jazan University in year 2021 & 2022.

Courses Taken Online

- Digital Literacy
- Digital Marketing
- Creative Writing

Skills

- MS Office
- Modern Classroom Technology
- Time Management Skills

Teaching Philosophy

I believe that each student has got unique capabilities which lie in them like a hidden treasure. An enthusiastic teacher helps the students explore their skills by applying various methods, which boosts their confidence and accelerates learning process. I aim at helping students with discovering their strengths and weaknesses in their learning process by themselves. I believe in applying a variety of teaching methods and techniques keeping in mind the needs of students with multiple intelligence. Moreover, I believe in providing a safe environment to my students in the classroom where they may confidently participate in various activities without any fear or hesitation of making mistakes in the process of learning and where their mistakes shouldn't evade their confidence. I aim at providing rigorous thinking opportunities to my students and motivating them to be their very best despite the challenges in the process of learning. In addition, encouraging students to be independent learners and enabling them to exercise their critical thinking skills are my ultimate goals.