

WAJEEHA USMAN

Peshawar, Pakistan
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An articulate qualified MS English degree holder and certified e-Marker with ten years teaching, administrative and academic consulting experience. A committed and dedicated individual with a proven ability to teach, motivate and direct colleagues to maximum performance by encouraging a positive and energetic environment.

Key strengths and competencies

- Able to use computer assisted resources
 - Flexible and adaptable
 - Good problem solving skills
 - Excellent Verbal Communication skills
 - Considerate and patient
 - Good team player
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EDUCATION AND CREDENTIALS

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| <i>MS in English</i> | •City University of Science and Information Technology, 2020 |
| <i>Masters in English</i> | •UNIVERSITY OF PESHAWAR, 2011 |
| <i>Bachelor of Education (B.Ed)</i> | •UNIVERSITY OF PESHAWAR, 2014 (6th position in University) |
| <i>Bachelor (B.A)</i> | •AMINA DEGREE COLLEGE PESHAWAR, 2008 |
| <i>H.S.S.C (F.Sc)</i> | •AMINA DEGREE COLLEGE PESHAWAR, 2006 |
| <i>S.S.C (Science)</i> | •PESHAWAR MODEL SCHOOL, 2004 |
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PROFESSIONAL EXPERIENCE

October 2018 - Current

Lecturer

Iqra National University, Peshawar

- *Planning, preparing and delivering lessons.*
- *Preparing teaching material.*
- *Evaluating a students' assignments.*
- *Maintaining discipline in the classroom.*
- *Developed innovative classroom activities.*
- *Invigilating examinations.*
- *Attending departmental and faculty meetings with other staff members.*

January 2018 to September 2018

English Works Teacher

Institute of Management Sciences, Peshawar

- *Planning, preparing and delivering lessons.*
- *Teaching communication and employability skills.*
- *Checking and assessing pupil's work.*
- *Preparing teaching material.*
- *Making MAT reports.*
- *Developed innovative classroom activities.*
- *Attended different training sessions.*
- *Observe and evaluate student's performance.*
- *Create and distribute educational contents.*

September 2017 to February 2018

Lecturer

Government Girls Degree College Hayatabad, Peshawar

- *Prepare lesson plans.*
- *Teach the assign course.*
- *Track student progress and present information to parents.*
- *Evaluating a students' assignments.*
- *Maintaining discipline in the classroom.*

2016 to November 2017

English Language Instructor (English Access Micro scholarship Program)

Shaheed Benazir Bhutto Women University, Peshawar

- *Making MAT reports.*
- *Assessing and reporting on the attendance and progress.*
- *Marking and grading students work.*
- *Design activities for students to enhance their reading, writing, listening and speaking skills.*
- *Making evaluation report.*

May 2011 to August 2016

English Teacher

Little Lamps School

The Educators School

Red Rose Montessori

- *Coordinator*
- *Plan lesson plan in advance.*
- *Teach several different classes.*

- Attend monthly staff meeting.
- Promote parent, teacher and student association.
- Progress report writing.
- Maintain good order and discipline in class.
- Worked as a principal's assistant.
- Track student progress and present information to parents.

Publications

Flouting of Grice's Conversational Maxims in the Movie John Wick

CITY UNIVERSITY RESEARCH JOURNAL OF LITERATURE AND LINGUISTICS

Vol 1, No 1 (2018)

Analysis of Grice's Maxims in The Speech of Prime Minister, Imran Khan at UN General Assembly

CITY UNIVERSITY RESEARCH JOURNAL OF LITERATURE AND LINGUISTICS

Vol (4), No. (2) (2021)

Training Attended

***Pakistan Access Intensive In-Service Development Program
Organized by Read Foundation and U.S. Embassy***

English Works Workshop Organized by World Learning and U.S. Embassy

***OPEN (Online Professional English Network) Virtual Conference sponsored by the
Regional English Language Office at the U.S. Embassy Islamabad and managed by
Evolution***

***Universal Design and Learning Training Session sponsored by the Regional English
Language Office at the U.S. Embassy Islamabad and managed by Evolution***

***Designing Interactive Materials & Boosting Creativity with Canva sponsored by the
Regional English Language Office at the U.S. Embassy Islamabad and managed by
Evolution***

***Poll Everywhere: An Interactive Tool to Make Online Assessment Fun sponsored by the
Regional English Language Office at the U.S. Embassy Islamabad and managed by
Evolution***

Rubric based e-Marking Virtual Training 2021 by Red Marker System

ACHIEVEMENTS

Stood 6th in University Exam of B.Ed Degree

Certificate of Appreciation from U.S Consulate General Peshawar for attending Focused Group Discussion on “English Language Teaching”

Certificate of Appreciation from U.S Consulate General for contribution as an English Language Instructor

Certificate of Achievement from U.S Consulate General for contribution as an English Language Instructor

LANGUAGE PROFICIENCY

Fluent in English, Urdu, Hindko, Pashto and Punjabi

SKILLS

Professional Skills

- Can accurately assess the needs of individual pupils.
- Able to motivate and inspire pupils.
- A high level of computer skills which can be demonstrated in everyday practice.
- Willing to participate fully and share responsibility within a curriculum team.

Personal Skills

- Good personal and social skills with an ability to work within, but also to energize an existing team.
- Forward thinking and able to generate innovative ideas.
- Strong attention to detail.
- Having the ability to inspire and lead with skill and determination to make a significant difference to the lives of people.
- Commitment to continuous improvement and innovation.