

# Madiha Syeda

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## OBJECTIVE

A hard working, diligent and inquisitive learner with an aim to transmit this learning to students so that they become real positive contributor in the ever changing world

## EXPERIENCE

### Lecturer in English

**Government of Punjab, Pakistan**

Rawalpindi, Pakistan

*September-2002 - July-2015*

- Teach Grammar, English Composition and Creative Writing to the Undergrad Students
- Teach English Composition, Short stories, Novel and Grammar courses to students of Higher Secondary who join Bachelor courses after qualifying it (Age bracket of students (16-22 years) who have an exposure to learn English as a second language for 6-8 years)
- Teaching Four classes (50 minutes each) daily 6 days a week total students approximately 450 (more than 100 in each class)
- Planning lessons from the books for teaching English prescribed by Punjab Text Book Board and develop curriculum for further strengthening of structure of language like essays, composition or translation
- Ensure students to focus on learning English as language for future use in academic and day to day interactions through literature based syllabus, written by native speakers of target language.
- Work as facilitator to show them to understand the cultural and social differences of various characters of their syllabus and the real life men and women of the target language speaking country. Usage of language is further enforced through specially planned exercises.
- use of personal audio visual aids for listening and speaking English skills in absence of modern technologies available at government institutions in the country
- Being member of College Discipline committee, responsible to maintain college discipline

### Instructor

- Worked voluntarily with Flagship Missoula Montana in an after

## **Flagship Missoula**

Missoula, MT

September-2015 - December-2015

school program for 42 hours in the Fall, 2015. My services were required to reinforce pedagogy to the struggling students of grade One.

## **Teaching English as a Second Language**

### **International Baccalaureate Organization**

Big Sky High School, Missoula MT.

October-2016 - April-2017

International Baccalaureate Certificate (Fall, 2016 - Spring, 2017) required 40 hours observation and teachers assistance in lesson planning and pedagogical activities in IB, ELA Advance level III DP classes in the Big Sky High School, Missoula MT.

## **Assistant Professor of English**

### **Education Department, Government of Punjab, Pakistan**

Rawalpindi

March-2018 - Currently

- Teaching Grammar, Composition, Communication Skills, Phonology and Phonetics to the Bachelor of Science students of the University of Punjab.
- Member of College admission committee for Higher Secondary classes
- Member of College BS Examination Committee-Planning & Division of syllabus for each term
- Sub- Examiner for B.A exam conducted by the University of Punjab (undergrad).
- Assignment includes evaluation of answer sheet of English Composition paper and work as an external examiner. More than thousand answer sheets are evaluated annually. A detailed report is generated by the sub-examiner on the quality of answer sheets to prepare annual review of curriculum development on the subject of English language and its assessment modalities.

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## **EDUCATION**

## **Master of Education with GPA 3.97/4.00**

### **University of Montana**

Missoula, MT, USA

2017

Curriculum and Instruction. Phyllis J. Washington School of Education, University of Montana, USA(Fall 2015-Spring 2017)  
Courses-42 Credits

- Education Across Cultures
- Mindful and Relational Teaching
- Content Area Literacy Serve
- History of American Education
- Educational Research
- Language and Culture
- Computer Technology Application in Education
- International Baccalaureate (IB) Certification Program 3 courses (9 credits)
  - 1)Foundations and Principles of IB Program
  - 2)Teaching and Learning in IB Program
  - 3)Planning Assessment in IB Program
- Qualitative Research
- Inclusion and Collaboration

## International Baccalaureate Certificate in teaching and Learning.

**International Baccalaureate Organization**

Missoula, MT. USA

2017

- 06 Graduate Research Credits
- Fostering International Mindedness in International Baccalaureate Classrooms: A Case-study of two Teachers

## MA, Teaching English as a Foreign Language

**Allama Iqbal Open University,**

**Islamabad, Pakistan**

Islamabad, Pakistan

2015

- Completed 40 hours of class teaching and observation with teachers teaching in IB DP ELA classes in Big Sky High School, Missoula, MT, USA
- Studied Graduate courses at University of Montana USA-09 credits with perfect 4 GPA

- 30 credit Graduate courses completed with 3 credit Research
- Completed Research on 'Evaluation of Short Stories for Teaching Creative Writing'

## Postgraduate Diploma in English Language Teaching (ELT)

**University of the Punjab**

Lahore, Pakistan

2001

- Conducted Research on 'Teaching spoken English through Literature'

## Master of Arts in English Literature

**University of the Punjab**

Lahore, Pakistan

1997

- Studied Classical and Modern poetry, Drama, Novel, American prose, literary criticism, linguistics and short stories as part of syllabus

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### SKILLS

Planning, preparing and delivering lessons. Preparing teaching materials. Helping students improve their listening, speaking, reading and writing skills via individual and group sessions., Microsoft office, Leadership

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### LANGUAGES

English, Urdu, Punjabi (speaking, writing, reading), Arabic (Reading & writing), Hindi (speaking)

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### ACHIEVEMENTS

Highest pass percentage in state examination. My students always get high grades throughout my teaching career

USAID Master's Education Scholarship. Was among 27 selected from more than Three Thousand applicants for the scholarship.

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## CERTIFICATIONS & COURSES

International Baccalaureate Certificate in Teaching and Learning.