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|  |  **Syeda Rbiya Hassan****DOB:** Jan 26, 1976  |

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| **Objective:** | To contribute towards the growth and development of a dynamic Institute, where opportunities to grow personally and professionally are ample and where I can utilize my skills effectively and efficiently for innovation and value addition work. |

**EDUCATION:**

**Punjab University,** Lahore 2001

Masters (English Literature)

Division : 2nd Division

**Punjab University, Lahore** 1996

Bachelors of Arts (Psychology, English Literature)

Division: 2nd Division

**Professional Qualification**:

* **Diploma in Teaching with ICT (DITWICT) with distinction 2011**

 *(CIE Diploma)*

* **Emerging Technology Across the Curriculum Training 2009**

 *(Educational Technology Coordinator for Beaconhouse School System* )

* **Certificate in Professional Studies in Education (CIPSIE) 2006**

 *(Beaconhouse teaching course in affiliation with Bradford University, England)*

**EXPERIENCE:**

* **Headmistress ( Primary school) Oct 2014 to date**

(Lahore College of Arts and Sciences Schools Network Lahore,Pakistans)

* **Headmistress (Early years and Primary school) July2014- Sep 2014**

 (Beaconhouse School System, Junior Branch Model Town Lahore, Pakistan)

* **Section Head Primary Section ( Grade III-V) Jan 2013 - June 2014**

 (Beaconhouse School System, Primary branch Model Town Lahore, Pakistan)

 Roles and responsibilities:

* Working according to the school development plan
* managing students, staffs and all activities related to school, recruitment of teacher’s whenever needed
* Maintaining discipline and decorum in school campus, getting feedback from students, teachers and parents and taking appropriate actions.
* Monitoring and maintaining safe, healthy, peaceful environment in school. Monitoring attendance of students and teachers.
* Monitoring effective integration of technology in school curriculum as a regular routine.
* Observing teachers during regular classes and devising/implementing training plans for them

**Educational technology coordinator and teacher trainer** July 2012-Nov 2012

(*Beaconhouse School System, Defence Lahore, Pakistan)*

 Roles and responsibilities:

* Involved in Educational research – including, teaching methodology, classroom management, curriculum development, methods of assessment, and learning styles, Project based learning in 21st Century
* Planned and executed ICT skills based workshops for teachers
* Trained teachers on planning and implementing technology integrated lessons
* Planned and implemented online projects with various countries
* Monitored the progress of teachers and students while working with technology
* Managed a bank of online teaching/learning resources for teachers and students
* Conducted workshops for parents to make them aware about the role of technology in education

**Academic Coordinator, Early Years-Lower Primary School** Feb 2010 till June 2012

(*Beaconhouse School System Junior Branch Model Town, Lahore*)

Roles and responsibilities were:

* effective implementation of curriculum, teaching and learning in classes, maintaining the flow of curricular and extracurricular activities in classes and to act as a buffer between school management and teaching staff
* helping school administration in planning and devising school development plan
* coordinating with teachers for effective lesson planning
* Keeping a record of the progress of students with special needs and planning remedial lessons for them

**Teacher Early years- Primary school (Kindergarten-III) Oct** 1999- Jan 2010

(*Beaconhouse School System, Johar Town &Model Town Junior branches Lahore)*

 Roles and responsibilities

* Managed classroom, planned interesting activities for early years’ students
* Planned interesting activities and projects using educational technology
* Planned effective lessons for students with special needs

**COMPUTER AND SOCIAL MEDIA SKILLS**

* Proficient in MS OFFICE, Google Docs, Group, and Maps.
* Ability to produce content for Facebook, Twitter and BlogSpot ,
* can manage and use educational software and hardware,
* an efficient user of SMART Board
* Can plan and execute online projects with schools around the globe
* Ability to use hangout and Skype

**Job Seeker First Name / CV No: 1819734**

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