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|  | **Rizwana**  Reviewer, Senior Teacher,  Co-ordinator | Email: [amber.369508@2freemail.com](mailto:amber.369508@2freemail.com) | |
| AREAS OF EXPERTISE  STEM Program co-ordinator  Board assessment  Curriculum modernisation  Classroom organisation  Student mentoring  Student motivation  Student discipline  Curriculum planning  Policy implementation  Planning activities  Diversity issues  Exam management  Resource management  Office administration  Attendance monitoring  CAREER STATEMENT  “To help mentor the future generation; to develop their inquisitive nature to help them explore the world of science while ensuring safeguards and welfare of children and young people at all times.” | PERSONAL SUMMARY  A highly experienced, focussed and enthusiastic education professional who excels at mentoring the young generation and driving their inquisitive nature to explore the boundaries of science. A team player who has successfully lead initiatives on quality assurance for APSACS board, to improve the student grades, college rankings and overall education profile. I am committed to safeguarding and promoting the education and well-being of children and young people at all times.  CAREER HISTORY  **APSAC Secretariat, Rawalpindi, Pakistan**  REVIEWER, CO-ORDINATOR June 2016 to present  Responsible for review of exam board standards and quality assurance of teaching and academic standards for the entire APSACS curriculum.  Duties or achievements:   * Key co-ordinator and tour guide for the “US-Pakistan Global Leadership Training & STEM Programme” held July-Aug 2016 at various venues across the USA. * Designed and developed the science curriculum for Pre-O Level * Member of evaluation team to inspect various components of school management, working environment and teaching standards at various locations throughout Pakistan * Member of various teams including management team for award and ceremonies, official “MUN” team, departmental inquiry team on misconduct and misappropriations.   **Askari XIV, Army Public School and College, Pakistan**  SENIOR TEACHER, LECTURER July 2015 to May 2016  Responsible for assisting in the educational and social development of pupils under the direction and guidance of the head teacher.  Duties or achievements:   * Due to my mentoring skillsets and ability to gain student’s confidence, helped and guided my students on matters, curriculum and general, to ensure a positive learning environment and better focus on grades. * Head of Biology laboratory, from equipment purchase, inventory management to managing equipment use. * Actively involved in Co- curricular activities like, took group of students to presidency on Pakistan Day. | | |
| PERSONAL SKILLS  Critical review  Professional conduct  Sense of humour  Teamwork  Perseverance  Attention to detail  Confident  Creative energy  Positive attitude  Computer skills | **Best Tutors, Edmonton, Greater London**  TEACHER Nov 2013 to April 2015  Responsible for improving the student grades and institute profile, specifically for A-levels and GCSE students.  Duties or achievements:   * Dual responsibilities of managing GCSE and A Levels students * Due to my mentoring skillsets and ability to gain student’s confidence, helped and guided my students on matters, curriculum and general, to ensure a positive learning environment and better focus on grades.   **Askari XIV, Army Public School and College, Pakistan**  SENIOR TEACHER, LECTURER Nov 2011 to Sep 2013  Responsible for assisting in the educational and social development of pupils under the direction and guidance of the head teacher. In charge organising classes and responding to the strengths and needs of students during lessons.  Duties:   * Acting Head of Department and academic coordinator for APSACS curriculum for Biology. * Working in accordance with the institute’s curriculum statement and policies, ensuring confidentiality at all times. * Participating in the development of appropriate syllabi, materials, presentations, schemes of work and staff mentoring. * Ensuring the correct use and care of equipment and resources. * Creating a collaborative teaching environment resulting in high satisfaction levels from students, parents and faculty alike. * Design and establishment of biology laboratory, from equipment purchase, inventory management to managing equipment use.   **Westridge III, Army Public School and College, Pakistan**  Lecturer Sep 2000 to Oct 2009  Responsible for making a positive and regular contribution to the school’s extra-curricular and enrichment programme; leading, coaching and supporting students to develop their academic skills but also their sporting talents and outside interests.  Duties:   * Supporting classroom management and general administration. * Representing my institution at HQ /Board level to establish the Biology curriculum and ensuring that board is kept up-to-date with leading edge practices and advancements. * Liaising effectively with parents and arranging meetings and celebrations to increase parent-student-faculty confidence levels. | | |
| PROFESSIONAL  Best Teacher awards  Master Trainer  Board Examiner  UK CRB cleared  First Aid certified  English, Urdu speaker | PROFESSIONAL ACHIEVEMENTS   * Best Teacher Award, 2003, 2005, 2006, 2013. * Participant in “Modernization and Standardization of assessment system” conducted by the Federal Board of Intermediate & Secondary education, 2016 * Participant in NUST, SEECS, UNESCO organised “Promoting Teacher’s Reflective Practices in ICT-Pedagogy Integration” 2015 * Participant in Transformational Leadership workshop at NFRD, 2013 * Master Trainer at “Intel Technology Enhancements” workshop, 2004 * Participant at University of Westminster UK mentoring scheme * Participant in “development of test items” at HSSC level in Federal board Islamabad, 2003. * Trained 20 teachers to effectively use “computers in classroom” * Participant at 19th International Congress of Zoology, 1999 * Examiner at Federal Board for HSSC I and II, Islamabad | | |
| REFERENCES  Available on request | ACADEMIC QUALIFICATIONS  M. Sc (Medical Molecular Biology)  University of Westminster, London, UK  M. Phil (Biology, Genetics)  Quaid-i-Azam University, Pakistan  M.Sc (Animal Sciences)  Quaid-i-Azam University, Pakistan  B.Sc  Punjab University, Pakistan  Intermediate  F.G. College for Women, Pakistan | | 2013 to 2014  Completed  1998 to 2000  Grade: 3.8 /4.0  1996 to 1998  Grade: 70.3%  1992 to 1994  Grade: 2nd division  1990 to 1992  Grade: 1st division |
| TECHNIQUES USED  Tissue Culture  DNA Extraction  qPCR  Gel electrophoresis  Enzyme assay  Primer designing  Nanodrop technique  Beads based assay  Trans illuminator    COURSES STUDIED  Gene manipulation  Molecular bioinformatics  Bioinformatics in medicine  Developmental genetics  Molecular science  Molecular genetics  Molecular therapeutics  Recombinant DNA technology | ACADEMIC RESEARCH  **M. Sc Thesis (Medical Molecular Biology), University of Westminster**  “ Galactose binding lectins in Fusobacterium necrophorum”  It is a new project and not much work has been done on Fusobacterium so literature was not available for consultation. In order to determine the galactose gene I performed PCR and gel electrophoresis after designing the primers. I did enzymes assay to determine if neuraminidase enzyme is present in fusobacterium or not which gives negative result with confirmation that this gene is not present in it. I performed qPCR , nanodrop to check the purity and working of extracted DNA which I extracted after growing bacteria. I performed PCR and gel purification to get the DNA which was sent for sequencing. I tried 5 different strains of bacteria that are ARU, 3718, 3724, F11 and F21. Unfortunately two strains F11 and F21 did not show sequence result then I did PCR and gel electrophoresis again but there was problem in DNA bands so in order to find the problem I Performed colony PCR so that on DNA be carried by one plasmid and then I can do gel electrophoresis again. I also performed beads based lectin assay with different sugars which included galactose, xylose, Thiogalacatose.  These assays were made to see which sugars help in binding and which inhibit the attachments as this attachment is very important in establishing the infection. Although there is no evidence of working on beads for this gene before available so it will be a good aspect to work on in future.  **M. Phil Thesis (Biology, Genetics), Quaid-i-Azam University, Pakistan**  “Study of Pakistani families showing ectodermal Dysplasia”  I searched for families in various parts of Pakistan and worked closely with doctors to identify the symptoms. Finally I selected four families who were showing autosomal recessive and autosomal dominant type with variable symptoms which included hypotrichosis, hypodontia, palmoplanter keratoderma, hypohidrosis. In order to establish the confirmation of the mode of inheritance and diagnosis several physical examination procedures were followed. These included dental X-rays, examination of hair under electron microscope, physical measurements, skin biopsies, and by making pedigree. | | |
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