

Faiza Saeed

(Lecturer in English)

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Aims and Objectives:

A talented, well organized and strong classroom performer, who has a proven track record of achieving excellent pupil attainment. I am passionate about raising standards across all age groups and subject areas. By using natural air of authority to maintain discipline, I can foster and maintain a positive climate where pupils can reach their full potential.

Highlights:

- Results-oriented
- Cooperative, Dedicated and Hardworking
- Ability to maintain good relations
- Resistance to stress
- Good manners and Humble
- Excellent Communication
- Equipped with Modern Teaching Skills

Interests:

- Movies, Music
- Internet Surfing
- Reading
- Travelling

Technical Skills:

- Using Microsoft Windows
- Internet Surfing
- E-Mail
- Social Media
- Microsoft Word, Excel, PowerPoint
- Video Conferencing Platforms
- General Computer Troubleshooting

Language Proficiency:

- English
- Urdu
- Punjabi

Academics:

2015	M.Phil (Applied Linguistics) from G.C.U.F.
2011	M.A. (English Literature) from Punjab University Lahore
2008	B.Ed from University of Education Lahore
2007	B.A. from Punjab University Lahore
2005	F.Sc (Pre-Engg.) from B.I.S.E. Faisalabad
2003	Matriculation from B.I.S.E. Faisalabad

Work Experiences:

- Currently working as a **Lecturer** at **National University of Modern Languages (NUML) Faisalabad Campus** since **October, 2017** to date.
- Currently working as a **Visiting Lecturer** at **Government College Women University Faisalabad** since **September, 2022** to date.
- Served as a **Visiting Lecturer** at **Department of Information Technology** and **Department of English Literature** at **GC University Faisalabad** from **2015** to **2019** in various programs.
- Worked as a **Visiting Lecturer** at **TIPS College of Commerce Faisalabad** from **September 2014** to **October 2016**.
- Served as an **ELT** at **The Citizens Foundation School Faisalabad** from **24th March, 2011** to **11th August, 2015**.
- Served as an **ELT** at **Govt. Community Model High School Faisalabad** from **1st April, 2007** to **31st March, 2010**.

Subjects Taught:

- **General Linguistics** to the students of English Linguistics.
- **Semantics & Pragmatics** to the students of English Linguistics.
- **Critical Discourse Analysis** to the students of English Linguistics.
- **Communication Skills** to the students of Information Technology.
- **Communication & Presentation Skills** to the students of Social Sciences.
- **Functional English** to the students of Management Sciences and Information Technology.
- **Theatre of Absurd** to the students of English Literature.

Research Publications:

- Y category publication in Journal of Literature, Languages and Linguistics (ISSN: 2422-8435) with the topic “TEACHERS’ BELIEFS AND STUDENTS’ MOTIVATION ABOUT EMERGING AND EXISTING METHODS OF ENGLISH LANGUAGE TEACHING: A CASE STUDY OF INTERMEDIATE TEACHERS AND STUDENTS OF FAISALABAD” in 2015.
- HJRS (2020-21) W category publication in Humanities and Social Sciences Reviews (ISSN: 2395-6518) with the topic “IMPLICATIONS OF COMPUTER-AIDED LEARNING IN ELT FOR SECOND LANGUAGE LEARNERS AND TEACHERS DURING COVID-19” in 2021.
- HJRS (2021-22) Y category publication in Global Social Sciences Reviews (ISSN: 2520-0348) with the topic “EARTH-MAN DEGRADATION IN CORASANTI’S THE ALMOND TREE: AN ECO CRITICAL STUDY” in 2022.

Professional Workshops & Trainings:

- Certificate of Appreciation for an active participation in ELT 60 hours of In Service Training (INSET) program at The Citizens Foundation in 2014.
- Certificate of Participation by Department of Information Technology, GC University Faisalabad for attending one day training workshop on Learning Management System (LMS) in 2017.
- Certificate of Appreciation by RELO Pakistan (Regional English Language Office) U.S. Embassy Islamabad on “*Using Educational Technology in the English Language Classroom*” in 2021.

- Certificate of Participation by Teacher Development Webinars on "*Constraints and Creativity in Online Teaching*" by Guest Speakers: Jill Hadfield and Lindsay Clandfield in 2022.
- Certificate of Participation by Teacher Development Webinars on "*Exploring the Teaching of Oracy Through Action Research: Teacher's Voices*" by Guest Speaker: Prof. Anne Burns in 2022.
- Certificate of Participation by Teacher Development Webinars on "*Getting Them to Talk in English*" by Guest Speaker: Penny Ur in 2022.
- Certificate of Participation by Linguistics and Pedagogy Webinars on "*How to be an effective communicator*"? by Guest Speaker: B. Sheela Rani Simon in 2022.
- Certificate of Participation by National University of Modern Languages Faisalabad Campus in the Webinar on "*Me Too Movement and Digital Feminism*" by Guest Speaker: Dr. Iqra Cheema (Postdoctoral Research Fellow) on 15th December, 2022.
- Certificate of Appreciation by National University of Modern Languages for attending 3-Days Faculty Development Program on "*Emerging Trends & Challenges in Higher Education*" held at NUML Faisalabad Campus from 28-29 June, 2022.
- Certificate of Participation by National University of Modern Languages for attending one week Faculty Development Program Level-1 held at NUML Faisalabad Campus from 18th to 22nd July, 2022.

Events Organized:

- Certificate of Appreciation on successfully organizing the 20th National University of Modern Languages Convocation held at NUML Faisalabad Campus on 29th October, 2022.
- Certificate of Appreciation on successfully organizing the Seminar on "*Emerging Theories in Languages and Literature*" at National University of Modern Languages on 2nd March, 2023.

Personal and Departmental Achievements:

- Attained 'Showing Cooperation & Excellent Performance Award' in 2012 as an ELT at the Citizens Foundation School.
- Nominated as 'The Best Teacher of the Year Award' owing to exceptional contribution as an ELT at The Citizens Foundation School in 2013.
- Successfully implemented two-way communication for Diploma classes that encouraged the students to take part at equal level during classroom discussions at university level in 2019.

Other Duties:

- Successfully coordinated the exam duties at departmental level with Coordinators from 2018-2020 in NUML, Faisalabad Campus.
- Being an active member of admission cell at NUML, Faisalabad Campus, secured maximum admissions by collaborating with other faculty members for summer courses and other degree programs from 2018-2019.
- Planning and implementation of co-curricular activities for the students in literary festivals, sports & other competitions at university level from 2018 to date at NUML, Faisalabad Campus.
- Member of the Sexual Harassment Committee NUML Faisalabad Campus since 20th January, 2023 to date.

References:

Dr. Syed Kazim Shah

Assistant Professor

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Mr. Shahbaz Nazeer

Lecturer

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