

ISMA ANUM

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DOB: 09-10-1992

Career Objectives

Apply the various academic, teaching, research and decision-making skills acquired during an illustrious academic and professional career for improvement of the academic performance and professional development of students and to contribute for the development of a progressive educational institution.

Academic Background

International Islamic University, Islamabad, Pakistan

Postgraduate in Media & Communication (MS Media and Communication). **2017-2021**
Marks Obtained: 3.95 CGPA (83.33%)

International Islamic University, Islamabad, Pakistan

Bachelors in Media & Communication Studies (BS Media). Specialization in Media Management **2012-2016**
Marks Obtained: 3.82 CGPA (82.73%)

Fazaia Inter College Chaklala, Rawalpindi, Pakistan

Completed Higher Secondary School Certificate (HSSC) **2010-2011**
Marks Obtained: 77%

Fazaia Inter College Chaklala, Rawalpindi, Pakistan

Completed Secondary School Certificate (SSC) **2008-2009**
Marks Obtained: 83%

Teaching Experience

Lecturer at National University of Modern Languages (February 2023 – Till Date)

Currently working at NUML as Lecturer. The responsibility of this job includes delivering on campus lectures to students as well as examining their course assignments, projects and exam papers.

Visiting Lecturer at Rawalpindi Women University (October 2022 – January 2023)

Worked at Rawalpindi Women University as Visiting Lecturer of Sub-editing and Page Designing. The responsibility of this job includes delivering on campus lectures to students as well as examining their course assignments, projects and papers.

Visiting Lecturer at International Islamic University, Islamabad (September 2021 – Till Date):

Currently working at IIUI as a Visiting Lecturer of Media Studies, Mass Communication, Evolution of Mass Media and Social Media Marketing. The job responsibility includes delivering lectures to students as well as examining their course assignments, projects and papers.

Resource Person and Tutor at Allama Iqbal Open University, Islamabad (January 2021 - Till Date):

Currently working at Media and Communication Studies Department of AIOU as a resource person and tutor for subjects including Research in Mass Communication, Journalism, Broadcasting, Electronic Media Production, Public Relations and Advertising, Media Ethics and Laws. The job responsibility includes conducting online educational workshops and lectures for students of BS and MSc as well as examining their course assignments and papers.

Work Experience

Academic and Content Writing (March 2015 - Till Date):

Writing academic articles as a freelancer for the school, college and university based students of Pakistan, USA, UK, Australia, UAE, and local. Proficiency in APA referencing styles is ensured.

Admin Assistant at Al-Huda International School (July 2019 - October 2019):

Worked as an Admin Assistant at Al-Huda International School whereby the core responsibilities were managing the official emails, maintaining records of students and teachers, making timetables and duties of teachers, filing, documentation, dealing with parents, and arranging different seminars and events taking place at Al-Huda School.

Intern Monitor at NIP (March 2017- February 2018):

Worked as an Intern Monitor at NIP (National Internship Program) whereby the core responsibilities were to visit, monitor, guide and solve the problems of both the interns working under NIP as well as the organizations in which the interns were being placed by NIP.

ADB Energy Conference (July 2016):

Worked as a meeting assistant in one day conference of Asian Development Bank (ABD) on Energy Development projects held in July 2016.

The job responsibility included to organize two sessions for discussion on future energy projects, to ensure the presence of all the delegates being invited and providing technical assistance from video and sound facilities to computer and network connections.

Internship at PBC (July 2015 - August 2015):

The job consisted of drafting, sorting and monitoring the news for Radio.

CAREC Conference (April 2014):

Made a valuable contribution in organizing the USAID Central Asia Business Opportunities Conference (CABOC) held in April 2014.

The responsibility of the job was to guide and inform people about the conference and its importance as well as to update them about the future projects of CAREC which will benefit the Asian countries.

Blog and Article Writing:

Proficient in writing opinion articles and factual content with experience in magazines, newspapers and blogs. Authored opinion articles and columns on various topics published in Daily Pakistan Observer, Daily Times, Ausaf, Nawai-e-waqt, The Nation, Jang and Young Word Magazine.

Honors and Awards

- Received certificate for presenting research paper in International Media Conference 2021 "Digital Media Ecologies: Challenges and Opportunities" conducted by AMCAP in FJWU.
- Received certificate for organizing ABD energy conference.
- Received certificate of appreciation for organizing *CAREC event*.
- Received certificate for participation in a two-day training workshop of Young Journalist Fellowship conducted by *JDHR*.
- Received certificate for participation in a one-day workshop on "Analyzing Media in Pakistan through the Gender Lens" conducted by *Uks Research Centre*.

Skills and Expertise

Computer Skills:

- Proficient in Microsoft Office applications
- Proficient in SPSS (Statistical Package for Social Sciences)
- Skilled in Quark express, Corel Draw, In-page, Adobe Premiere Pro and Windows live movie maker (editing software)

General Skills & Expertise:

- Experienced in teaching assigned media courses to students
- Ability to organize, prepare and revise and update all course materials
- Familiarity with student assessment practices
- Ability to motivate students to achieve academic goals
- Excellent Research and development skills
- Content and academic writing skills, good grip in Negotiation, Teamwork, Excellent communication skills
- Skilled in writing content for newspapers and blogs

Language:

Fluent in Written and Spoken English and Urdu

References

WILL BE FURNISHED ON REQUEST