

# Sobia Talat

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## Education

<b>M.Phil</b> University of Lahore, Lahore	Present
<b>MA English Literature</b> University of Punjab, Lahore	Present
<b>B.Ed</b> Allama Iqbal university Islamabad, Islamabad, Islamabad	Present

## Employment

<b>Chief Proofreader</b> Intellectual Edge Consultancy UK, Lahore	Jan 2023 – Present
<b>Language Instructor</b> American Consulate, Lahore, Lahore	Jan 2022 – Present
<b>Visiting Lecturer</b> University of Management and Technology, Lahore	Jan 2019 – Present
<b>Lecturer</b> National University of Modern Languages (NUML), Lahore	Jan 2014 – Present

## Curriculum Development Skills

Curriculum design and development.	Understanding of educational theories and instructional design principles.
Ability to create engaging learning materials and assessments.	Knowledge of curriculum mapping and alignment with educational standards.

## Technical Skills

Microsoft Office Suite, Google Suite, and learning management systems (e.g., Moodle, Canvas).	statistical analysis software (e.g., SPSS, R, Python).
Multimedia tools for content creation (e.g., Adobe Creative Suite, Camtasia).	

## Personal details

Gender  
Female

Nationality  
Pakistani

## Research Skills

Ability to conduct thorough literature reviews.

Proficiency in research methodologies and data analysis techniques.

Experience with qualitative and quantitative research methods.

Familiarity with academic databases and research tools.

## Languages

English

Punjabi

Urdu

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## Communication Skills

Written and verbal communication skills.

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Experience in presenting research findings or curriculum proposals to diverse audiences.

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Ability to articulate complex ideas clearly and concisely.

Strong interpersonal skills for collaboration with colleagues and stakeholders.

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## Organizational Skills

Effective time management and multitasking abilities.

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Ability to meet deadlines and manage project timelines efficiently.

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Attention to detail in both research documentation and curriculum materials.

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## Adaptability and Problem-Solving

Flexibility to adapt to changing project requirements and priorities.

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Ability to think critically and propose innovative solutions.

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Creative problem-solving skills to address challenges in research or curriculum design.

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## Subject Matter Expertise

Demonstrated knowledge and expertise in relevant subject areas (e.g., education, psychology, sociology, etc.).

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Continuous learning and staying updated with the latest research trends and educational practices.

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## Project Management Skills

Experience in project coordination and management.

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Ability to oversee multiple projects simultaneously and coordinate team efforts effectively.

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