

## AROOMA KANWAL (MS. English)

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 Lahore, Pakistan

### PROFESSIONAL SYNOPSIS

A potential PhD candidate, committed trainer, lecturer with over 13 years of experience at leading academic institutions. Training staff, teaching students from various social and cultural backgrounds. Possessing excellent leadership, administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment. Able to work in a managerial role or as part of team and having the proven ability to successfully work to tight schedules and deadlines.

### PROFESSIONAL EXPERIENCE

Lecturer	2023 to onwards	Govt. College University	University
Lecturer	2019 to 2023	Stars College	Institute
Lecturer	2018 to 2019	Hajvery University	University
English Language Trainer	2015 to 2018	Care Foundation Lahore	NGO
Senior Lecturer	2011 to 2014	IVARS School	School

### QUALIFICATIONS AND CERTIFICATIONS

**M.S. English (Linguistics & Literature)** – May 2018 (COMSATS University – Lahore, Pakistan)

**M.A. English Language & Literature** – August 2015 (Lahore Garrison University - Lahore, Pakistan)

### CERTIFICATIONS

**IELTS – General Training – 7.5**

**B.Ed. – Bachelors of Education** - August 2015 (University of the Punjab- Lahore, Pakistan)

Course Outline: Teaching of English language

**CCPT- Computer Competency Practical Training** (College of Accounting & Professional Studies)

Course Outline: Microsoft Office (MS Excel, MS Word, MS PowerPoint and Outlook Express)

### TRAINING & WORK EXPERIENCE

**Government College University, Lahore** Lecturer at Institute of English Language and Literature (March 2023 onwards)

#### Key Responsibilities and contributions:

- Planning, preparing, and delivering lessons online and on-Campus.
- Member Library and Resource Management Committee
- Member Writing Centre Committee
- Member Practicum Committee
- Co-Advisor Linguistics Society (2023-2024)

**Stars College Lahore**

Lecturer English – (March 2019 to February 2023)

#### Key Responsibilities and contributions:

- Planning, preparing, and delivering lessons online and on-Campus.
- Teaching according to up-to-date knowledge in most creative and innovative way.
- Adopting and working towards the implementation of the faculty development plan.
- Assigning work, correcting, and marking Test Session Exams carried out by students.

**Hajvery University**

English Department Coordinator and Lecturer – (August 2018 to January 2019)

#### Key Responsibilities and contributions:

- Coordinator BS English Program and MA. English at Sheikhpura Campus.
- Teaching and designing course syllabus as per HEC guideline.
- To provide career counseling to students willing to take admission in BS English program after a few academic year gaps.

- To organize and host open house at Lahore Campus Hajvery University, represent English Department faculty at open house.
- Handling 24/7 official admission email address to ensure excellent communication with prospective students.
- To represent Hajvery University on Electronic Media such as City 42 and Lahore news channel.
- Head representative of Hajvery student societies.
- Organizing admission campaign on LIVE Facebook sessions.

**Care Foundation, Lahore Pakistan** English Language Program Trainer/Coordinator - 2.5 Years (December 2015 to August 2018)

**Key Responsibilities and contributions:**

- To provide outstanding training to create a vibrant and distinctive culture for learning for young newly hired staff.
- Ensuring a safe, secure and healthy learning environment for teachers and students.
- Correspondence with Head office and Related Government Education Institutes and Departments.
- Facilitate teachers regarding day-to-day issues related to training and other departments whenever required.
- Recruit, terminate and train staff members for English department.
- Designing and maintenance of curriculum.
- Ensure implementation of monthly agenda as per standard operating procedures.
- Contributing to reports and references relating to English Access Program.

**Key Responsibilities and contributions as Teacher Trainer**

- To ensure all our teachers engage students in both academic and vocational learning English language.
- Working with different activities to enhance the teaching skills.
- Identifying effective intervention and mentoring strategies for trainees.
- Assessing, recording, and reporting on the attendance, progress, development, and attainment of trainees whilst keeping electronic records as required.

**IVARS High School, Lahore Pakistan**

Senior Teacher– 2.5 years (September 2011 – March 2014)

**Key Responsibilities and contributions:**

- Planning, preparing and delivering lessons to all students in the class.
- Teaching according to the educational needs, abilities and achievement of the individual students and groups of students.
- Adopting and working towards the implementation of the school development plan of the school they are giving service in.
- Assigning work, correcting and marking work carried out by students.
- Providing or contributing to oral and written assessments and reports relating to individual students or groups of students.
- Participating in arrangements within an agreed national framework for the appraisal of students' performance.

**SKILLS AND COMPETENCIES**

- Capacity to support and develop the culture of English.
- Excellent literacy, numeracy and IT skills
- Demonstrates adaptability, flexibility, and it able to problem-solve independently.
- Models professional and personal development, seeks new learning opportunities, and maximizes those that are present.
- Demonstrates professionalism through dress and appearance, written and verbal communication and language.
- Expert level of correspondence through Business letters, memos, and related communication skills.
- Expert User of Microsoft Office, Microsoft Excel and Microsoft PowerPoint, other packages of Microsoft.
- Strong analytical & organizational abilities with adeptness in formulating and preparing records.
- Problem solving ability with Interpersonal skills.

**SEMINAR AND CONFERENCES**

- Conducted Workshop on Linguistics in Pakistan: Exploring New Horizons at Government College University, Lahore.
- Conducted English language training workshop of 50 days (June 2018 to August 2018) at CARE Foundation Pakistan
- Participated as a delegate in TedxKinnaird held on February 24, 2018.
- Attended TedxComsats on February 13, 2018.
- Participated in the workshop on MLA 8<sup>th</sup> Edition and APA 6<sup>th</sup> Edition at LSE.
- Attended 33<sup>rd</sup> Spelt International Conference on November 04 & 05, 2017.
- Conducted English language training workshop of 90 days at CARE Foundation Pakistan.
- Participated in the workshop on "Consciousness Raising of Pakistani Women on Contemporary Academic and Social Issues"

#### PUBLICATIONS

- Arooma Kanwal (2018) "Foucault as a Luminary of Discourse in Troy", International Conference on English Language, Literature, Education and society.
- Arooma Kanwal (2017) "Multiplicity of Identities in the New Millennium", International Conference on Social Sciences and Humanities in the New Millennium: Challenges and Prospects.
- Arooma Kanwal and Shazia Aziz (2017) "Duplicity of Video Game Advertisers: A critical Discourse Analysis of Violent Video Game Posters", International Conference on Peace, Conflict and Violence.

#### REFERENCE

Available upon request.