

MARIA AZAM



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House 96, Street 13, Block D,
CBR Town (Phase 1), Islamabad

Professional Summary

A dedicated and passionate educator seeking an opportunity that will allow me to utilize my existing knowledge and abilities to further polish my skills and expertise acquired in the field of English Linguistics.

Experience

Teacher Assistant

Department of English

Air University, Islamabad

October 2024 - January 2025

- Assisting with managing Google Classroom, and setting up the materials.
- Grading students' assignments, quizzes and exams.
- Assisting in the preparation of exams and other assessment materials.
- Providing assistance with invigilation duties during exams.

Social Media Assistant

Department of English

Air University, Islamabad

October 2023 - January 2024

- Scheduling and posting departmental activities and events.
- Designing engaging content on departmental activities.
- Showcasing students' achievements to honor their academic excellence.

Intern

Admission Office

Air University, Islamabad

June 2022 - October 2022

- Reviewing applications, verifying documents and assisting students inquiries.
- Supporting with events such as entry Tests, convocations, and orientation sessions.
- Administrative tasks such as filing, documentation, data entry and e-mail writing.

Education

Master of Philosophy in Linguistics

Air University, Islamabad

2022 - 2025

Bachelor of Science in English

Air University, Islamabad

2018 - 2022

FSc (Pre-Engineering)

IMCG, G-10/2

2016 - 2018

Matriculation in Science

IMCG, G-10/2

2014 - 2016

Languages

- English
- Urdu
- French - Basic

Professional Skills

- Hosting
- Critical Thinking
- Problem solving
- Active Listening
- Effective communication

Technical Skills

- Academic writing
- MS Office
- Educational tools
- Event and Program Management
- Proficiency in Zoom and Google Meet
- Digital Assessment Tools

Achievements and Certifications

- Researcher of the Year at Air University, Islamabad
- Presenting MPhil dissertation in an International Conference at University of Arizona, USA
- 3-day Teacher Training Crash Course on Harnessing Technology for Dynamic Language Teaching, Air University, Islamabad
- Research abstract publication in the International Conference on Digitization of Teaching and Learning English, Air University, Islamabad
- Best Presenter at Symposium on the Future of English Language Teaching: Technology-Driven Approaches, organized by the Department of English, Air University, Islamabad
- Presentation in TechHighEd-II: Digitization of Teaching and Learning English Two-Day International Conference
- Attending professional development webinar on “Real-world Tasks to Develop Digital Citizenship and Literacy in Language Learning, by University of Arizona, USA
- Participation in 4-day workshop on Dimensions of Research in Social Sciences, organized by the Department of English, Air University, Islamabad
- Participation in Model CCI: Debating Democratic Devolution 2021-23 organized by Air University, Islamabad in collaboration with the Hanns Seidel Foundation (HSF) Pakistan
- Recognition for Outstanding Performance at Air University Protocol Society

Co-curricular activities and Volunteering

- Services in conduct of the International Conference on Digitization of Teaching and Learning English
- Services in conduct of AU 9th & 10th Convocation (2022,2023)
- Organizing International Conference Radicalization: Perceptions, Realities & Challenges of Campus Life, 2018, organized by Air University, Islamabad
- Performance in National Cohesion through Unity and Diversity, 2019, at Air University, Islamabad
- Winner of multiple Baitbazi competitions
- Hosting various events at university level
- Report Writing and Documentation
- Sports activities; cricket & badminton
- Social activities

References

- **Dr. Fizza Farrukh (Assistant Professor at Air University, Islamabad)**
fizza.farrukh@au.edu.pk
- **Mr. Tasawar Hussain (Associate Professor English, Government Graduate College of Commerce, Rawalpindi)**
tasawarmoon@yahoo.com