

RAFIA ANJUM

Rawalpindi, Pakistan

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Professional Summary

Passionate and results-driven Chemistry educator with a strong foundation in Organic Chemistry and a deep commitment to student-centered learning. Experienced in designing full-year curricula, delivering engaging lectures, and contributing to academic innovation at the secondary and college level. Currently expanding interdisciplinary skills in project management, SEO, and cosmetic chemistry to enhance both educational impact and digital presence.

Education

BS in Organic Chemistry

Punjab University

Teaching Experience

Lecturer – Chemistry

Silver Oaks International School, Rawalpindi

Matric → O Levels (Current)

- Taught General and Organic Chemistry to secondary and O Level students
- Designed and implemented full-year curriculum plans
- Conducted lab demonstrations and conceptual workshops
- Participated in curriculum planning and assessment design

Guest Lecturer – Chemistry

Silver Oaks College (Sessional)

- Delivered specialized topic lectures for pre-college students
- Mentored students preparing for board and entry-level exams

Certifications & Trainings

- **Project Management** – Coursera (2025)
- **SEO Certification** – NS Training Institute (2022)
 - *Internship in SEO (2 months):* Sep – Oct 2022
- **Cosmetic Chemistry (In Progress)** – Chemists Corner
- **Social Media Marketing (Self-learning)** – Developing digital branding & online presence

Independent Projects & Creative Coursework

- **O Level Chemistry Curriculum Mapping**
Planned a full-year Chemistry course with weekly topics, lab integrations, and assessment structure tailored to IGCSE standards.
- **Skincare Chemistry Learning Module (In Progress)**
Developing a student-friendly learning guide linking acids, pH, and product formulation in cosmetic chemistry — part of my passion project “Pretty by pH.”
- **DIY Chemistry Lab Kit (Conceptual Project)**
Designed a proposal for a low-cost, interactive lab kit to help secondary school students perform safe experiments at home (e.g., pH indicators, solubility, reactions).

Volunteer Experience

Digital Volunteer – Kaavish Foundation (2025–Present)

- Supporting content development, event promotion, and social media awareness for youth empowerment and community projects.
- Assisting in outreach campaigns and managing visuals aligned with the Foundation’s vision.

Key Skills

- Organic & General Chemistry Instruction
- Curriculum Design & Academic Planning
- Lab Safety & Demonstration
- Student Engagement & Mentoring
- Google Workspace, LMS, Zoom Teaching
- Scientific Communication
- Digital Marketing Basics
- SEO Tools (Yoast, Keyword Research)

Languages

- English – Fluent
- Urdu – Native