

MARYUM NADEEM

CONTACT

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LINKEDIN

www.linkedin.com/in/maryum-nadeem

EDUCATION

September 2024 – *Current*

Master in Philosophy: English Language and Literature

Air University

Islamabad, Pakistan

July 2024

Bachelor of Science: English Language and Literature

University of Sahiwal

Punjab, Pakistan

3.83 CGPA

TEFL Professional Institution – Teacher Record

(120 Hours)

Professional Development Studies:

- Project Management Essentials [2024]
- Data Analytics
- Azure (basic)
- SEO (Search Engine Optimization) [2021]
- HTML – W3 Schools [2020]
- Digital Marketing [2019-2020]
- Word Press
- Freelancing [2019]
- E-commerce

LANGUAGES

Urdu – Native

English – C2

Punjabi – C1

Turkish – A1

CERTIFICATIONS

- **November 2023**

All Punjab Universities
Innovation Expo 2023

- **April, 2023**

Certified trainee - The Pakistan Life Savers Program, Life Savers Course

Certified Trainee - Basic Community Safety Online Training Course

- **November 2022**

GLOBAL UGRAD's Awareness session - "Disability is not inability" held in Sahiwal, Punjab, Pakistan

- **April, 2022**

2nd Position Holder in National Essay Writing Competition by “Virtual Therapist”

PROFESSIONAL SUMMARY

Proven leadership and creative direction in academic settings, coupled with a strong foundation in the digital world, community safety, and life-saving techniques. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

Management
IT Know-How
Analytical Problem Solving
Time management
Adaptability
Cross-functional Collaboration

Software

Microsoft Office Pack | Google Services | AntConc | Praat | SPSS |

IT

Web Surfing | WordPress | Data Handling

Social Media

| Instagram | Pinterest | Facebook | LinkedIn

Content Creation

| Content Writing | Video Editing | Videography | Photography | Canva | Adobe|

Coral Draw

LMS

Moodle| Coursera | DigiSkills | GCR

WORK HISTORY

November 2024 - *Current*

Neuroimaging Research Group, Air University
Research Member

September 2024 – June 2025

English Language Instructor and Program Coordinator
SKANS School System, AECHS, Rawalpindi-Pakistan

August 2024 – September 2025

Researcher and Member

Foundation for Endangered Languages- United Kingdom

January 2024 – July 2024

English Instructor and Coordinator
Islamic Junior Model School, Sahiwal-Pakistan

July – September 2024

Internship, Center of Security, strategy and Policy Research (CSSPR), University of Lahore
Non-Traditional Security and Climate Change

2021 – 2022

Junior LMS Web-Developer (MISK HUB)

CMS

2017-2022

Data Analyst & Jun. CRO

FMCG – Distributions Business Setup

- Data Analyst
- Emails & Data Handling
- Junior Communication Coordinator

ACCOMPLISHMENTS

Endangered Languages and Oral Traditions | 28th Annual Conference – FEL XXVIII [September 2024]

Presenter

Topic : Preserving Intangible Lingual Cultural Heritage By Advocating Music As A Tool For Language Preservation: Inter-Lingual And Intra-Lingual Songs

International Conference on Language Studies | University of Okara [December 2022]

Presenter

Topic: Code-switching in Urdu from English Language by Students of the English Department in their Presentations at the University Level in Pakistan

LEADERSHIP SKILLS

Disaster and Emergency Team Management Lead, SKANS, 2024-2025

Head Girls Sports Team Organizers, 2024, 2022

Senior Girls Representative, English Department, 2020 - 2024

Senior Head Girl of School, 2017

MANAGEMENT SKILLS

Organizer and Anchor Person [May 2024]

Seminar on "Blended Learning and Instant Assessment Techniques and Methods", University of Sahiwal, **Event Organizer [09/2023]**

First Poster Poetry Competition, Department of English | University of Sahiwal,

Senior Student Admission and Scholarship Coordinator [2021 - 2024]

Admission and Scholarship Document Analyst [2021 - 2024]

Cross-Department Student Committee Communicator [2021 - 2024]

Performance Organizer of Department's Event, [2021 - 2024]

Dramatic Club | University of Sahiwal [2022-2024]

As a Music Director, Costume Designer, Graphic Designer

INTERESTS

Passive Book Reading | Driving | Traveling | Sports | Animal Care | Cooking | Handy-Crafts