

Sumera Adnan

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EDUCATION

- **MPhil in English Linguistics (Rawalpindi Women University (2025)**
- **3.94 CGPA**
- *Masters in English Literature (University of the Punjab)*
- *Bachelor's in Art (Education) (University of the Punjab)*
- *FSC: Physics, Chemistry, Biology, Additional Mathematics*

Experience:

Worked in many organizations with passion and dedication and wants to perform well.

Visiting Faculty

- Working as a Visiting Faculty member at **Islamic International University**, teaching Digital Humanities.
- Working as a Visiting Faculty member at **Fatima Jinnah Women University**.

The Stairs, Rawalpindi (2007–2014)

- Delivered curriculum-based lessons and managed classroom engagement.
- Assessed student performance and maintained academic records.

The Smart School, Rawalpindi (2014–2020)

- Taught English using interactive and student-centered methods.
- Evaluated progress and supported co-curricular activities.

Roots Millennium Schools (2020–2022)

- Taught English and Mathematics with integrated digital tools.
- Conducted assessments and adapted teaching strategies.

Teletaleem (2024–2026)

- Delivered online English lessons using digital platforms.
- Assessed learners and maintained an engaging virtual classroom.

Online Tutoring | Ongoing

- Teaching Australian students subjects including English, Mathematics, Legal Studies, Food Studies, and Psychology under the VLC curriculum.
- Working for online tutoring company to teach UAE students.

Skills

Curriculum Development | Data Analysis | Differentiated Instruction | Classroom Management | Provide Advice and Guidance | Assessment & Feedback | MS Office (Word, Excel, PowerPoint) | Leadership | Excellent Verbal and Written Communication | Technology Integration | Decision Making and Judgment | Collaborative Learning | Critical Thinking and Problem-Solving | Cultural Competence | Adaptability | LMS | PSRP Lesson Plans | Content Creation | Teacher Training | TEFL Course Design and Delivery | Lecture Delivery | EdTech | Academic Writing Guidance | Course Coordination | Assignment & Exam Design | | Research Support | Online Teaching Tools (Zoom, Teams, Google Classroom)

Certificates:

- Certificate in Teachers Training Course from TCF
- Teaching English as a Foreign Language Course (TEFL Certified) (120 Hours)
- EF SET certificate
- Amazon Virtual Assistance Certificate from E HUNAR
- Freelancer from Digi Skills
- Amazon Virtual Assistant from Digi Skills
- More than 150 certificates from Coursera, British council and Elsevier related to English language, computers, teaching and learning

Published Articles:

- **Language, Music, and Identity: Cultural Impact of Coke Studio**

[https://doi.org/10.55737/qjssh.v-iv\(CP\).24259](https://doi.org/10.55737/qjssh.v-iv(CP).24259)

- **From Script to Screen: The Role of Transcreation in Movie Titles**

<https://journals.luawms.edu.pk/bjl/article/view/92>

- **The Use of Generative AI Tools in English Academic Writing: Implications for Teaching and Learning**

<https://llrjournal.com/index.php/11/article/view/516>

I worked on Digital Humanities for my thesis. My research encompasses Twitter Fiction through Computational Linguistics.

Conferences:

- Attended conferences for **Digital Humanities** at Rawalpindi Women University.
- **Paper** presentation at the *International Conference on Converging Disciplines in Arts, Linguistics, Education, Social Sciences, and Humanities (ICDALESH)*, accredited by Continuous Professional Development (CPD), Manila, Philippines. Session: *Innovations in Education for Sustainable Development Web of Science (BkCI) & SCOPUS*
- **Participated in** – *Waving Unity in Diversity: Many Threads, One Tapestry* Two-Day International Conference, **Air University, Islamabad.**
- Attended 5th international congress in **Multidisciplinary Research (5th IGMR)** Conference for Asian Intellect

Worked as Reviewer:

- Working as reviewer for **Asian Journal of Research in Computer Science**
- Working as a reviewer for **Journal of Global Research in Education and Social Science.**
- Working as reviewer for **International Journal for Applied Linguistics and Translations (IJALT)**

Personal Traits

- Multi-Tasking.
- Conflict management and effective team building.
- Taking Initiatives.
- Ambitious and hardworking, committed to excellence.
- Good problem solving, analytical and interpersonal skills.
- Ability to work under pressure and achieve targets.
- Believe in teamwork, creativity & good mannerism.
- Ability to lead a team and get work from subordinates under a friendly environment.
- Business and project planning skills.

Language Skills

English & Urdu, writing, reading, speaking, and listening.

Reference

Available upon request