

# WAJEEHA USMAN

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**Peshawar, Pakistan**  
 wajeehausman88@gmail.com  
 +92 332 5398620

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An articulate qualified MS English degree holder and certified e-Marker with thirteen years teaching, administrative and academic consulting experience. A committed and dedicated individual with a proven ability to teach, motivate and direct colleagues to maximum performance by encouraging a positive and energetic environment.

## **Key strengths and competencies**

- Able to use computer assisted resources
  - Flexible and adaptable
  - Good problem solving skills
  - Excellent Verbal Communication skills
  - Considerate and patient
  - Good team player
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## **PROFESSIONAL EXPERIENCE**

### **October 2018 - Current**

#### **Lecturer**

#### **Iqra National University, Peshawar**

- *Planning, preparing and delivering lessons.*
- *Preparing teaching material.*
- *Evaluating students' assignments.*
- *Maintaining discipline in the classroom.*
- *Developed innovative classroom activities.*
- *Invigilating examinations.*
- *Attending departmental and faculty meetings with other staff members.*

### **Publication & Communication Specialist, ORIC Office (October 2019 – Current)**

#### **Head of Program-English (November 2021- January 2023)**

- *Prepare, monitor and update Program plans in consultation with colleagues.*
- *Encourage members of the Program to develop their leadership potential and to share and develop new ideas.*
- *Attended Heads of Department, BOS, BOF and Academic Council's meetings.*
- *Promote excellence in teaching and learning to ensure all pupils develop their potential.*

### **January 2018 to September 2018**

#### **English Works Teacher**

#### **U.S. Department of State / Institute of Management Sciences, Peshawar**

- *Planning, preparing and delivering lessons.*
- *Teaching communication and employability skills.*
- *Checking and assessing pupil's work.*
- *Preparing teaching material.*
- *Making MAT reports.*
- *Developed innovative classroom activities.*
- *Attended different training sessions.*
- *Observe and evaluate student's performance.*
- *Create and distribute educational contents.*

### **September 2017 to February 2018**

#### **Lecturer**

#### **Government Girls Degree College Hayatabad, Peshawar**

- *Prepare lesson plans.*
- *Teach the assign course.*
- *Track student progress and present information to parents.*
- *Evaluating students' assignments.*
- *Maintaining discipline in the classroom.*

### **2016 to November 2017**

#### **English Language Instructor (English Access Micro Scholarship Program)**

#### **U.S. Department of State / Shaheed Benazir Bhutto Women University, Peshawar**

- *Making MAT reports.*
- *Assessing and reporting on the attendance and progress.*
- *Marking and grading students work.*
- *Design activities for students to enhance their reading, writing, listening and speaking skills.*
- *Making evaluation report.*

### **May 2011 to August 2016**

#### **English Teacher**

#### **Little Lamps School**

#### **The Educators School**

#### **Red Rose Montessori**

- *Coordinator*
  - *Plan lesson plan in advance.*
  - *Teach several different classes.*
  - *Attend monthly staff meeting.*
  - *Promote parent, teacher and student association.*
  - *Progress report writing.*
  - *Maintain good order and discipline in class.*
  - *Worked as a principal's assistant.*
  - *Track student progress and present information to parents.*
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## EDUCATION AND CREDENTIALS

<b><i>MS in English</i></b>	•City University of Science and Information Technology, 2020
<b><i>Masters in English</i></b>	•UNIVERSITY OF PESHAWAR, 2011
<b><i>Bachelor of Education (B.Ed)</i></b>	•UNIVERSITY OF PESHAWAR, 2014 ( <i>6<sup>th</sup> position in University</i> )
<b><i>Bachelor (B.A)</i></b>	•AMINA DEGREE COLLEGE PESHAWAR, 2008
<b><i>H.S.S.C (F.Sc)</i></b>	•AMINA DEGREE COLLEGE PESHAWAR, 2006
<b><i>S.S.C (Science)</i></b>	•PESHAWAR MODEL SCHOOL, 2004

### SKILLS

#### Professional Skills

- Can accurately assess the needs of individual pupils.
- Able to motivate and inspire pupils.
- A high level of computer skills which can be demonstrated in everyday practice.
- Willing to participate fully and share responsibility within a curriculum team.

#### Personal Skills

- Good personal and social skills with an ability to work within, but also to energize an existing team.
- Forward thinking and able to generate innovative ideas.
- Strong attention to detail.
- Having the ability to inspire and lead with skill and determination to make a significant difference to the lives of people.
- Commitment to continuous improvement and innovation.

### Publications

#### ***SIGNIFICANCE OF VOCABULARY LEARNING FOR EFL LEARNERS: A REVIEW***

*JOURNAL OF NAMIBIAN STUDIES, 33 S1 (2023)*

#### ***Forming Mental and Context Models: Applying Sociolinguistic Tools to Understand Fiction***

*PKISTAN LANGUAGES AND HUMANITIES REVIEW*

*Vol. 7, No. 1 (2023)*

#### ***Analysis of Grice's Maxims in The Speech of Prime Minister, Imran Khan at UN General Assembly***

*CITY UNIVERSITY RESEARCH JOURNAL OF LITERATURE AND LINGUISTICS*

*Vol (4), No. (2) (2021)*

***Flouting of Grice's Conversational Maxims in the Movie John Wick***  
 CITY UNIVERSITY RESEARCH JOURNAL OF LITERATURE AND LINGUISTICS  
 Vol 1, No 1 (2018)

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**Training Attended**

***Pakistan Access Intensive In-Service Development Program  
 Organized by Read Foundation and U.S. Embassy***

***English Works Workshop Organized by World Learning and U.S. Embassy***

***OPEN (Online Professional English Network) Virtual Conference sponsored by the  
 Regional English Language Office at the U.S. Embassy Islamabad and managed by  
 Evolution***

***Universal Design and Learning Training Session sponsored by the Regional English  
 Language Office at the U.S. Embassy Islamabad and managed by Evolution***

***Designing Interactive Materials & Boosting Creativity with Canva sponsored by the  
 Regional English Language Office at the U.S. Embassy Islamabad and managed by  
 Evolution***

***Poll Everywhere: An Interactive Tool to Make Online Assessment Fun sponsored by the  
 Regional English Language Office at the U.S. Embassy Islamabad and managed by  
 Evolution***

***Rubric based e-Marking Virtual Training 2021 by Red Marker System***

***Outcome-Based Education (OBE), arranged by Iqra National University***

***Session on Technical Report Writing arranged by Iqra National University***

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**ACHIEVEMENTS**

***Stood 6<sup>th</sup> in University Exam of B.Ed Degree***

***Certificate of Appreciation from U.S Consulate General Peshawar for attending Focused  
 Group Discussion on "English Language Teaching"***

***Certificate of Appreciation from U.S Consulate General for contribution as an English  
 Language Instructor***

***Certificate of Achievement from U.S Consulate General for contribution as an English  
 Language Instructor***

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**LANGUAGE PROFICIENCY**

**Fluent in** English, Urdu, Hindko, Pashto and Punjabi