

HOMAYRA BINTA HAFIZ SILVEE

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ACADEMIC BACKGROUND

| Degree | Institution | Year Completed |
|--|--|----------------|
| Certificate in English Language Teaching to Adults (CELTA) | Cambridge English Language Assessment British Council | 2017 |
| M.A. in Arts (Literature in English) GPA 3.50 out of 4 | Jahangirnagar University | 2010 |
| B.A. (Hon's) in English GPA 3.51 out of 4 | Jahangirnagar University | 2009 |
| Higher Secondary Certificate GPA 4.50 out of 5 | Sherpur Degree College, Bogra | 2005 |
| Secondary School Certificate GPA 4.63 out of 5 | RDA Laboratory School and College | 2003 |

EMPLOYMENT DETAILS

Asian University for Women

(January 2022-Present)

Job title: English Language Instructor

August 2017- April 2018

Responsibilities

- Planning, preparing and delivering lessons.
- Preparing teaching materials, helping learners improve their listening, speaking, reading and writing skills via individual and group sessions.
- To work with the co-teacher and the mentors to improve students' access to the syllabus and attend the students' need so that students can reach the successful completion of the course.
- Actively participating and conducting CPD sessions held every week.
- Regularly contributing to the staff Online Resources spreadsheet.
- Providing the academic mentors with supplementary materials and simplified instructions to help the students.
- To arrange special session for weaker students to help them in understanding the context by preparing easier vocabulary list and elaboration and by arranging presentation.

Playpen School

December 2020 – January 2022

Job title: English Language and Literature Teacher

Responsibilities

- Planning, preparing, modifying and delivering online and offline lessons.
- Preparing teaching materials, helping learners improve their listening, speaking, reading and writing skills via individual and group sessions.
- To attend the students' need so that students can reach the successful completion of the course.
- Regularly contributing to the Google classroom.
- To arrange special session for weaker students.
- Instructing and helping students on interpreting literature.
- Teaching students about different literary styles and the structure and content of the English language, including proper grammar, spelling, and sentence structure.
- Participating in ongoing training sessions.
- Managing student behavior in the classroom by invoking approved disciplinary procedures.

Summerfield International School

June 2015-July 2017

Job title: English Literature Teacher

Responsibilities

- Instructing and helping students on interpreting literature.
- Assigning books to read, including classics and contemporary novels.
- Teaching students about different literary styles and the structure and content of the English language, including proper grammar, spelling, and sentence structure.
- Planning, preparing and delivering instructional activities and creating instructional resources for use in the classroom.
- Participating in ongoing training sessions.
- Creating lesson plans and modifying accordingly throughout the year.
- Integrating competencies, goals, and objectives into lesson plans.
- Utilizing curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Observing and evaluating student's performance.
- Managing student behavior in the classroom by invoking approved disciplinary procedures.

UNICEF

March 2013-March 2015

Job title: Monitoring and Evaluation Officer

Responsibilities

- Supporting the M&E Coordinator in “Advocacy and Communication for Children and Women Project”.
- Working closely with Project Managers and technical experts for monitoring the implementation of several regional projects.
- Under the supervision of the M&E Coordinator, supporting the projects managers in developing project monitoring plans.
- Follow-up needs/vulnerability assessment data collection (ODK) and support the M&E Coordinator in related data analysis.
- Maintain and constantly develop M&E tools and ensuring the quality of data collected.
- Closely monitor the progress of the project, attending monthly coordination meetings.
- Under the supervision of the M&E Coordinator conducting regular field visits to projects locations.
- Attending inter-agency meetings.

Daffodil International School

June 2012-December 2012

Job title: English Teacher

Responsibilities

- Instructing and helping students on interpreting literature and answering questions using proper grammar, spelling, and sentence structure.
- Planning, preparing and developing resource materials.
- Participating in ongoing training sessions.
- Creating lesson plans and modifying accordingly.
- Grading papers and performing other administrative duties as needed and maintaining grade books.
- Observing and evaluating student's performance.
- Managing student behavior in the classroom by invoking approved disciplinary procedures.

SIDA, Verulam Associates

July 2011-May 2012

Job title: Resource person

Responsibilities

- Guiding participating delegates, teachers and students from Sweden and United Kingdom in the exchange program to carry out the objectives of their field study.
- Organizing lessons and implementing methods of learning in different partner schools throughout Bangladesh.
- Planning and arranging activities related to partner educational institutions and preparing reports of field studies.

REFERENCE

- **Anjum Husain**

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(Homayra Binta Hafiz Silvee)