

CURRICULUM VITAE



Shihab Ahmed Rasheed

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Profile

With more than 16 years of experience working at college levels and in activities outside of traditional classrooms, I have a diverse background with much to offer.

I have student teaching experience on the college level where I am working currently. I particularly enjoy working with "at-risk" students and careful preparation of lessons allows me to break down complicated concepts into simple examples that my students can grasp.

During the years I have been teaching, I have managed the difference in abilities among my students which proves a difficult, but satisfying, challenge. I tailor activities to maintain the interest of high-level students without intimidating less-skilled English speakers.

Academic Qualification

<u>PhD in Education - TESOL Stream</u>	The British University in Dubai	2023
<u>Master of Arts-English Language & Linguistics</u>	University of Baghdad-Iraq	2002-2006
<u>Bachelor of Arts-English Language</u>	University of Baghdad –Iraq	1994-1998

Professional Experience

Al-Farahidi University , College of Education , Department of English (
<https://uoalfarahidi.edu.iq>) (Baghdad- Iraq) November 2023 to – Present)

'Assistant Instructor'

Responsibilities:

- ✓ Delivering lectures on grammar and other relevant subjects to undergraduate students.
- ✓ Designing lesson plans, assignments, and assessments to enhance student learning.
- ✓ Providing guidance and support to students to ensure their academic progress.
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- ✓ Offering academic assistance and mentoring to students, including advising on study strategies and career paths.
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- ✓ Engaging in various college activities such as faculty meetings, committees, and events.
- ✓ Collaborating with colleagues on academic initiatives and projects to promote departmental and institutional goals.
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Liwa College (Formerly Emirates College of Technology (www.lc.ac.ae) (Abu Dhabi-UAE) July-2012 to July 2023

'Senior Lecturer'

Responsibilities:

- ✓ Design the syllabus items for all general English credit courses in the college.
- ✓ Contribute to the planning, evaluation, and revision of curricula, course content, and course materials and methods of instruction.
- ✓ Teach the following general credit college subjects : Business Communication, Study Skills , College English , and Communication to college students doing their Diploma and Bachelor degrees
- ✓ Deliver English language lessons to students effectively in an active learning environment.
- ✓ Develop and utilize the varied learning resources available to provide effective, innovative and appropriate instruction.
- ✓ Prepare course materials such as class materials, homework assignments, and handouts.
- ✓ Communicate course and programme-related information to students in a clear and timely manner.
- ✓ Write, administer, and mark students' coursework, as well as class, course, and system assessments.
- ✓ Submit student attendance records, marks, and other required student records.
- ✓ Assess students' progress by grading papers, tests, and other work.
- ✓ Advise students about which classes to take and how to achieve their goals.
- ✓ Stay informed about changes and innovations in the field.
- ✓ Meet with colleagues to coordinate lesson plans and work with specific subjects of expertise.
- ✓ Hold tutorials with students to keep them on track as necessary.
- ✓ Participate in conferences , workshops , and training sessions held in the college

Participation Certificate

- ✓ Certificate Award " **Research Methods Workshop** " 5 sessions (15 hours) held in November 2013 .
Emirates College of Technology

Participation Certificate

- ✓ Certificate Award "**Workshop on Assessment Methods**" 4th Sep. 2013. **Emirates College of Technology**

Participation Certificate

- ✓ Certificate Award "**Workshop on Tertiary Teaching Methods**" 2nd Sep. 2013. **Emirates College of Technology**

Appreciation Certificate

- ✓ Certificate Award "**Effectiveness Approaches of Teaching and Learning Workshop** " held in Abu Dhabi during 16th -20 December,2012. **Emirates College of Technology.**

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Appreciation Certificate

- ✓ Certificate Award "ECT Strategic Plan" held in Abu Dhabi on 6th December, 2012. Emirates College of Technology.

Participation Certificate

- ✓ Certificate Award "Organizational learning Conference ^{MENA}" held in Abu Dhabi on 21st Oct. 2012 International Performance Excellence

SYSCOMS COLLEGE(www.syscomscollege.com) (Abu Dhabi- UAE,) Feb-2007 to June-2012

'Lecturer in English'

Responsibilities:

- ✓ Conduct general English college credit courses for college students doing their Diploma degree
- ✓ Teach the following subjects: College English, Writing Skills, Communication Skills, and Job Seeking Skills.
- ✓ Create lesson plans and modify accordingly throughout the year.
- ✓ Prepare and deliver lectures to students in a clear and accurate manner
- ✓ Stimulate class discussions to motivate student interest ; promote deeper learning and higher retention of material; develop and practice critical thinking skills
- ✓ Create positive educational climate for students to learn in.
- ✓ Advise students on academic curricula particularly in their registration for the new semesters.
- ✓ Prepare and set tests, examination papers, and exercises
- ✓ Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- ✓ Devise, write and produce new materials, including audio and visual resources
- ✓ Study and assemble material and prepare handouts and course material to be presented
- ✓ Present lectures and discussions to group to increase students' knowledge
- ✓ Test and grade students on their achievement in class on a regular basis according to the course syllabus.
- ✓ Establish and communicate clear objectives for all learning activities.
- ✓ Read and stay abreast of current topics in English education.

Participation Certificate

- ✓ Certificate Award "Mind Mapping for Effective Teaching" held in Abu Dhabi on 24th April 2008. SYSCOMS College

Computer Skills

- ✓ Proficient in Microsoft Windows, Word, Excel, and PowerPoint
- ✓ Strong Presentation & Document Reporting skills.
- ✓ Internet Browsing.
- ✓ Email correspondences.

Personal Details

Date of Birth 14th October 1976
Marital Status Married
Height 178 cm

References

Available on request.