

TAHIRA ABBAS

abbastahira18@gmail.com

TEACHER AND IT SUPPORT SPECIALIST

Motivated Tech Bridge graduate with extensive training in IT fundamentals. Bringing 10+ years of expertise in education as a teacher and administrator. Key strengths are multi-tasking and very detail oriented.

SKILLS

Teaching | Administrating | Curriculum Design | Classroom Management |
Software Applications | Web Browsing Best Practices | Establishing Network Connectivity
General and Network Security | Peripheral Device Installation | Technical Problem Solving |
Operating Systems | Programming Languages | Database Concepts | Device Preventive Maintenance
| Troubleshooting Theory | Comp Tia ITF+ |
Languages: English, Urdu

PROFESSIONAL EXPERIENCE

Tech Bridge Technology Career Program, Atlanta, GA

03/2022 – 06/2022

Participating in a 12-week technical training program focused on IT Fundamentals and Scrum Fundamentals with the potential for earning certifications in Comp TIA IT Fundamentals and Professional Scrum Master I.

IT Concepts and Technology: Comprehends Notational systems, illustrates the basics of computing, and explains the value of data and troubleshooting.

Infrastructure: Set up and install common peripheral devices to a laptop/PC or secure a basic wireless connection.

Application and Software: Manage applications software, understand the various components of an operating system and explain the purpose of methods of application architecture.

Software Development: Comprehend programming languages categories, interpret logic, and understand the purpose of programming concepts

Database Fundamentals: Able to explain database concepts, structures, and purpose, as well as understands methods used to the interface.

Security: Understands confidentiality, integrity, and availability concerns of secure devices and best practice methods.

Processing Associate

JC Penny, Forest Park, GA

06/2017 - 1/2018

- Packaged, priced and labeled merchandise
- Inventoried merchandise using RF scanners

Teacher

ZOA International, Colombo, Sri Lanka

11/2015 - 08/2016

- Supervised and managed classroom teaching for ZOA International.
- Worked with Totally Diverse Community of Refugees.
- Taught refugees kids and Adults mostly.
- Wrote, designed and produced curriculum.
- Trained all students in English and Math.
- Maintained an environment for learning by addressing student concerns.
- Assigned lessons, corrected papers and listened to oral presentations.
- Discussed pupils' academic as well as behavioral attitudes and achievements with parents.

Teacher / Vice Principal	F. J. Grammar School, Karachi, Pakistan	09/2007 – 08/2011
<ul style="list-style-type: none"> * worked as an English Teacher then as a Vice Principal, * duties included planning course material and activities, Assessing the progress of students, create supportive learning environment, keep a record of student's attendance, results, grades. *Collaborate with teaching staff and administration for the betterment of School. 		
Teacher	Maria Model School, Karachi, Pakistan	08/2005 - 08/2007
<ul style="list-style-type: none"> *My first job as a Montessori Teacher, * Main role was guiding kids through activities, *Create safe and productive environment for all the students. * Strong capability to control the classroom. 		

EDUCATION | CERTIFICATIONS

British Council Certificate - Teacher Training Course	Colombo, Sri Lanka,
COM PTIA Itf+	Tech Bridge, Atlanta,