



NISHAT RAKA CORNIA

Contact

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Hard Skills

- Transcriptions & Translation
- Survey
- Formal Letter Writing
- Report Writing
- Data Presentation

Soft Skills

- Organizing and Leading Team
- Team Player
- Communication
- Negotiation, Communication and Presentation skill

Education Background

- University of Liberal Arts Bangladesh (ULAB)
Department of English and Humanities (DEH)
CGPA – 2.79 in a scale of 4
2015 – 2020
- Lalmatia Mohila College, Dhaka
Higher Secondary Certificate (HSC)
Science, Dhaka Board
GPA – 3.70 in a scale of 5
2011 – 2014
- Mohammadpur Preparatory Higher Secondary Girls School, Dhaka
Secondary School Certificate (SSC)
Science, Dhaka Board
GPA – 4.56 in a scale of 5
2009 – 2011

About Me

Highly motivated and detail-oriented English graduate with over 4 years of experience in coordination and organizational roles. Demonstrates exceptional communication, planning, documentation, customer service, and problem-solving skills. Proven ability to prepare comprehensive reports and manage email correspondence efficiently. Actively seeking a position that aligns with the recruitment circular to utilize strong organizational and research skills in enhancing internal and external communication.

Professional Experience

Frobel Play School | Coordinator & Teacher 2023– Present

Key Responsibilities:

- Develop and implement age-appropriate curriculum and lesson plans.
- Foster a positive, engaging, and safe learning environment.
- Encourage social, emotional, and cognitive development through play-based activities.
- Assess and monitor student progress and adapt strategies accordingly.
- Communicate effectively with parents regarding children's development and activities.
- Participate in professional development and continue education.
- Collaborate with colleagues to enhance educational programs.
- Maintain classroom organization and manage resources effectively.

Brian Shoesmith Media Lab, ULAB | Teaching Assistant 2022 – 2023

Key responsibilities:

- Maintain and troubleshoot lab equipment, ensuring optimal functionality and safety.
- Keep accurate records of equipment usage, maintenance, and inventory.
- Assist students with digital production coursework and projects, providing guidance and support.
- Facilitate the use of classroom, screening room, and studio spaces as required.
- Coordinate class schedules and logistics in alignment with faculty requirements.
- Manage events, projects, and seminars, ensuring successful execution and logistics.
- Support foreign facilities to ensure a seamless transition into classes and project engagements.

BION– study abroad | Student Counsellor 2021 – 2022

Key responsibilities:

- Conduct outreach calls to prospective students regarding study abroad opportunities.
- Follow up with students throughout the application and admission process to ensure a smooth transition.
- Prepare and maintain detailed reports on student interactions and progress.
- Assist students with admission applications and required documentation.
- Provide comprehensive information on study programs, institutions, and scholarship opportunities.
- Gather and analyse student feedback to enhance services and support.
- Organise seminars, events, and conferences to promote study abroad programs and resources.

Brian Shoesmith Media Lab, ULAB | Intern 2020 – 2021

Trainings

- **Early Childhood Brain Development**, Masarrat Tavawalla- Sunderji's Global Academia
Frobel Play School, Dhaka, Bangladesh, (17, Aug 23 to 19, Aug 23)
- **Leadership Training** Bidisha Roy Das- Anjuman Leadership through Arts
Frobel Play School, Dhaka, Bangladesh, (27, Sep 23 to 28, Sep 23)
- **Jodogyan Level 1** Jascinth- Jodo Gyan
Frobel Play School, Dhaka, Bangladesh, (09, Oct 23 to 10, Oct 23)
- **Fine motors and gross motor skills**, Dr. Amrapali Lahiri- Milestones
Frobel Play School, Dhaka, Bangladesh, (27, Oct 23 to 28, Oct 23)
- **Jodogyan Level 2**, Jascinth- Jodo Gyan
Frobel Play School, Dhaka, Bangladesh, (14, Nov 23 to 15, Nov 23)
- **Mindfulness training**, Dr. Amrapali Lahiri- Milestones
Frobel Play School, Dhaka, Bangladesh, (5, Dec 23 to 7, Dec 23)
- **Jodogyan Level 3**, Jascinth- Jodo Gyan
Frobel Play School, Dhaka, Bangladesh, (29, Jul 24 to 31, Jul 24)
- **Classroom Harmony: Coordinating Effective Lesson Management**, Bidisha Roy Das- Anjuman Leadership through Arts
Frobel Play School, Dhaka, Bangladesh, (12, Aug 24 to 14, Aug 24)
- **Story telling and thematic strategies**, Bidisha Roy Das- Anjuman Leadership through Arts
Frobel Play School, Dhaka, Bangladesh, (07, Sep 24 to 08 Sep 24)
- **Crafting Communication: Essential Phonics Skills for Early Learners; Level 1**, Ms. Shainaz Jussa- Jolly Learning Ltd.
Frobel Play School, Dhaka, Bangladesh, (10, Nov 24 to 12, Nov 24)
- **Crafting Communication: Essential Phonics Skills for Early Learners; Level 2**, Ms. Shainaz Jussa- Jolly Learning Ltd.
Frobel Play School, Dhaka, Bangladesh, (07, Jan 25 to 09, Jan 25)
- **Seamless Transitions: Enhancing Student Management and Communication**, Mrs. Huwra Zohair- Frobel Academy
Frobel Play School, Dhaka, Bangladesh, (10, Feb 25 to 11, Feb 25)

Extra Curriculum Activities

- **ORGANIZER | Workshop on Public Shpeaking & Presentation Skill**
- **VOLUNTEER | DHAKA MEDIA SUMMIT 2022**
- **VOLUNTEER | THE COMMUNICATION AND JOURNALISM EDUCATORS' NETWORK (CJEN) BANGLADESH FIFTH NETWORKING CONFERENCE 2022**
- **MUN WORKSHOP ON YOUTH LEADERSHIP**
- **VOLUNTEER | 3RD AND 4TH ULAB Convocation**
- **GENERAL SECRETARY | ULAB Language Club**

Project Management Experience

1. **Project Title :** A qualitative evaluation of sexuality education for children and youth with autism spectrum disorders. Comparative study between Jakarta, Indonesia and Dhaka, Bangladesh

Role : Surveyor, Conductor, Translator, Transcripator

Duration : (September 15th 2022 - October 12th 2022)

2. **Project Title :** The Community Digital Storytelling and Delta Features in Bangladesh with Munda Community

Role : Translator, Transcripator, Documentations

Duration : (January-March, 2022), (November-December, 2022)

References

Insiyah Zohair Ali,
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Media Studies and Journalism (MSJ) | ULAB
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