

## Contact

Putrajaya Malaysia  
00601172639697 (Mobile)  
urusman@qq.com

www.linkedin.com/in/  
mrusmanfarooq (LinkedIn)  
21ednet.wordpress.com/ (Blog)

## Top Skills

Medical Transcription  
Office 365  
Electronic Medical Record (EMR)

## Languages

Urdu (Native or Bilingual)  
English (Native or Bilingual)  
Punjabi (Native or Bilingual)  
Chinese (Professional Working)

## Certifications

British Columbia Certificate of  
Teaching

## Honors-Awards

WORKSHOP LEADER  
CERTIFICATE  
Yandang Friendship Award  
Connected Learning

## Publications

Presentation on First Peoples'  
Principles of Learning  
21EdNet  
Creating Inspirational Schools  
Informed Use of Technology in  
Classrooms

# Farooq Muhammad Usman

Researcher | EdTech Concierge | Experienced Educational Leader |  
Educator  
Selangor, Malaysia

## Summary

As an experienced educator, leader and researcher, I am passionate about driving innovation in education and science to enhance learning outcomes and promote effective use of technology. I am currently pursuing a PhD, where my research focuses on developing practical guidelines for the informed use of educational technology.

I have taught variety of science courses (Science, ICT, Biology, Chemistry) of different curricula (Ontario, BC, British). I design engaging and interactive lesson plans, guided student learning, and prepare various assessments to monitor student progress. I also served as Vice Principal, overseeing critical administrative functions such as curriculum development, staff supervision, and student support, while ensuring the smooth operation of the school.

My diverse skill set includes:

- Strong leadership in educational settings, with a focus on curriculum development, staff mentoring, and student engagement.
- Expertise in biotechnology research and application, from molecular biology to bioprocessing and bioinformatics.
- In-depth knowledge of educational technology, with a focus on its ethical, accessible, and effective integration into classrooms.
- Excellent communication, collaboration, and problem-solving abilities that enable me to work effectively with interdisciplinary teams and stakeholders.
- I am BC certified teacher. I will also be getting my OCT certification soon.
- I have legal rights to work in Malaysia and China, which means employers do not need to apply any extra documents for me.

I am deeply committed to advancing education through technology, fostering a collaborative and inclusive learning environment, and contributing to the growth of the biotechnology industry. My ability

to combine science, education, and technology positions me as a valuable asset to organizations looking to innovate and enhance their impact.

I am excited to connect with professionals in the education, science, and technology sectors to explore new opportunities where I can make a difference and continue growing both personally and professionally.

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## Experience

### Sunway College

#### College Lecturer

July 2024 - Present (1 year 1 month)

Selangor Darul Ehsan, Malaysia

Deliver Ontario Year-12 Biology curriculum with engaging and interactive lessons tailored to student needs.

Design and facilitate creative and hands-on classroom activities to enhance learning outcomes.

Provide comprehensive support for student learning through personalized guidance and constructive feedback.

Prepare and administer a variety of assessments, including quizzes, tests, and projects, to evaluate and track student progress effectively.

Maintain a dynamic and inclusive learning environment, fostering curiosity and academic excellence among students.

### Shanghai United International School - Jiaoke

#### B.C. Program Vice Principal

August 2022 - July 2024 (2 years)

55 Wanyuan Road, Minhang District, Shanghai, 201102

As Vice Principal, I was responsible for a broad range of administrative and leadership duties essential to the effective operation of the school. My key responsibilities included:

- Policy Development and Implementation: Collaborated with the Principal to formulate and enforce educational policies, organizational plans, goals, and objectives, ensuring alignment with the school's mission and standards.

- Staff Supervision and Development: Assisted in supervising and evaluating both tenured and non-tenured staff, providing guidance and support to foster professional growth and maintain high educational standards.
- Student Discipline and Attendance: Managed student conduct and attendance, implementing strategies to promote a positive and conducive learning environment.
- Curriculum and Instructional Leadership: Supported the development and maintenance of the curriculum, ensuring it met educational standards and effectively addressed student needs.
- Community and Parental Engagement: Served as a liaison between the school and the community, including parents and guardians, to foster strong relationships and support student success.
- Operational Management: Oversaw various operational aspects of the school, including organizing events, managing resources, and ensuring compliance with health and safety regulations.

These responsibilities were undertaken with a commitment to enhancing the educational experience and ensuring the smooth operation of the school.

## Shanghai United International School

8 years 8 months

### Educational Technology Support

January 2014 - August 2022 (8 years 8 months)

Shanghai City, China

I developed a web application aimed at enhancing the interactive teaching experience for students. Some key features of this online system include real-time content editing for teachers through a web-based GUI editor, the ability for students to create questions for random quizzes, electronic assignment submission directly to teachers' designated folders, and the option for students to review their quiz responses online. The system also provides teachers with a file explorer to share content with students, allows them to browse and edit student-generated questions, create tests and quizzes, and notify students about homework in real-time. Additionally, teachers can change seating plans for better classroom control, send emails to individual students or entire classes, and utilize an Examview processor.

Furthermore, I developed a Peer Tutoring System with features such as student registration as tutors, admin verification, tutor course selection and availability, subject teacher approval of tutor courses, and tutee access to available tutors and booking sessions. The system sends email notifications to tutors and tutees for session bookings, and the admin can monitor all sessions. Tutor recognition is based on the number of sessions, and the admin interface facilitates the calculation of hours that students can use as volunteer hours. This system promotes collaborative learning and academic support within the school community.

### Moodle Administrator

January 2015 - July 2022 (7 years 7 months)

Shanghai, China

As a Moodle administrator, my role is multifaceted and crucial to the effective functioning of the Moodle learning management system (LMS). I am responsible for overseeing the technical aspects of Moodle, ensuring that the platform runs smoothly and efficiently.

One of my primary duties is to manage user accounts, which involves creating and updating user profiles, as well as handling permissions and access levels. I play a key role in maintaining the security of the platform by implementing necessary security measures and keeping software up to date.

Course management is another integral part of my responsibilities. I work closely with instructors to set up and configure courses, troubleshoot any technical issues, and ensure that course content is organized and accessible. I also facilitate the integration of various plugins and extensions to enhance the functionality of Moodle based on the specific needs of the institution or organization.

Regularly monitoring and optimizing server performance is crucial to provide a seamless learning experience. This includes troubleshooting technical issues, resolving system errors, and ensuring that the server infrastructure can accommodate the needs of users.

Communication is essential in my role. I collaborate with teachers, students, and other stakeholders to gather feedback, address concerns, and provide training when necessary. Keeping abreast of updates and new features within

Moodle is also part of my responsibilities to leverage the latest capabilities for the benefit of the users.

In summary, my role as a Moodle administrator is to ensure the smooth operation, security, and optimal performance of the Moodle platform. I am the go-to person for technical support, user management, and overall system administration, contributing to the success of online learning initiatives.

Head of Science Department 11 & 12 Chemistry, 11 Physics, and ICT Teacher(10, 11, 12)

February 2014 - July 2022 (8 years 6 months)

Shanghai City, China

In my role as head of science and math department, I maintain an active teaching presence in our school community by instructing BC Chemistry 11 and 12, as well as ICT 10, 11, and 12. This direct involvement in the classroom has not only allowed me to stay connected with our students but also to continually refine my teaching skills. Engaging in professional development sessions has been pivotal in my quest to become a more effective educator. Through these sessions, I have gained access to innovative pedagogical techniques and the latest educational technologies, enabling me to offer students a more engaging and enriching learning experience.

Furthermore, I am dedicated to staying at the forefront of modern assessment practices. In today's educational landscape, it is crucial to move beyond traditional evaluation methods and embrace a more holistic and student-centric approach. As such, I have spearheaded the implementation of contemporary assessment strategies that provide a more accurate and comprehensive evaluation of student performance. This shift allows us to better gauge not only what students know but also how well they can apply their knowledge in real-world scenarios. The integration of formative and summative assessments, coupled with ongoing feedback and self-assessment opportunities, has created a dynamic and responsive learning environment. Teaching, for me, is not just a profession but a profoundly rewarding experience. When I put forth my best efforts in the classroom, I am consistently met with the best work from my students. This mutual dedication to learning and growth fuels our collective success and reinforces the transformative power of education.

Decent High School

Teacher Trainer

2010 - July 2022 (12 years)

During my visits to Pakistan during summer and winter holidays, I actively engage in knowledge sharing sessions with local teachers, imparting insights into modern trends in pedagogy. My primary emphasis lies in promoting student-centered teaching methodologies, fostering an environment where students are actively involved in their learning process. Additionally, I provide valuable instruction on effective assessment strategies, ensuring a more precise evaluation of student performance, and innovative teaching methodologies aimed at enhancing student engagement. These interactions not only enrich the teaching community in Pakistan but also reinforce the importance of global collaboration in advancing education.

Shanghai Wusong BC School  
Biology and Chemistry Teacher  
August 2013 - December 2013 (5 months)  
Baoshan Shangai

In my current role, I have the privilege of teaching BC grade 10 science and the grade 11 chemistry course to a group of students with limited English proficiency. This presents a unique challenge that I have eagerly embraced. To facilitate their learning journey, I have harnessed the power of multimedia resources such as animations and videos, which not only transcend language barriers but also make the learning experience more engaging and enjoyable. Simultaneously, I have devoted extra time and effort to bolster their science vocabulary, ensuring that they not only understand the concepts but also retain the essential terminology. Through this multi-faceted approach, I am committed to providing my students with a comprehensive and accessible education, fostering their academic growth while nurturing their language development.

Canadian Secondary Wenzhou #22 School  
Biology and Chemistry Teacher (Head of Science Department)  
2008 - 2013 (5 years)

I thoroughly enjoy incorporating multimedia and interactive teaching resources into my daily lessons, enhancing the effectiveness of the learning process for my students. This modern teaching methodology has proven to be instrumental in cultivating a genuine enthusiasm for science among my pupils. I utilize a range of pedagogical techniques, such as guided learning, project-based assignments, and activity-centered teaching, to foster a deeper understanding of the subject matter and encourage active participation. Additionally, I leverage integrated software solutions like Integrate Pro for efficient record-keeping and performance monitoring. This not only streamlines

administrative tasks but also enables me to keep parents well-informed about their children's progress and achievements in my class, fostering a collaborative and supportive learning environment.

#### Sino-Canadian International School ShanXi PR China

Biology and Chemistry Teacher

2007 - 2008 (1 year)

In my current role, I am actively engaged in teaching Biology to Grade 11 students within the BC System of Education. This responsibility entails not only delivering engaging and informative lessons but also meticulously planning for internal assessments in accordance with the suggested assessment strategies outlined in the Biology 11 curriculum. Additionally, I am entrusted with the task of teaching Career and Planning to Grade 10 students following the BC curriculum, where I guide them in exploring their future academic and career pathways. These duties underscore my commitment to providing students with a well-rounded and enriching educational experience while aligning with the academic standards and objectives set forth by the curriculum.

#### Beijing Royal School, Beijing, PR China

Biology and Chemistry Teacher (A Level)

2004 - 2007 (3 years)

In my current role, I am responsible for teaching Biology and Chemistry to A-Level students, and I have embraced a dynamic and innovative approach to education. Leveraging the technological resources at our disposal, such as projectors and computers, I employ a plethora of interactive flash programs and modern lesson plans that facilitate a highly effective and engaging learning experience for my students. Additionally, I prioritize experiential learning by organizing enriching field trips and fostering project-based activities that encourage students to apply their scientific knowledge in practical contexts. Moreover, I actively nurture scientific thinking among my students by encouraging them to delve into the world of scientific literature, engaging in critical analysis and article writing, thereby equipping them with the skills and mindset necessary for success in their academic pursuits and beyond.

#### World Youth Academy, Beijing PR China

Science , Biology and Chemistry Teacher (IB DP, MYP) Part Time

2004 - 2005 (1 year)

In my current role, I am entrusted with the responsibility of teaching Biology to DP (Diploma Programme) and Science to MYP (Middle Years Programme) students at the prestigious World Youth Academy, the first International

Baccalaureate (IB) school established in China. Joining the esteemed team of educators at this institution, I have embraced the opportunity to contribute to the academic and personal development of our students. The unique circumstances that led me here, filling in for a colleague who departed during the term, have reinforced my commitment to maintaining the high standards of excellence for which this institution is known. This experience has not only expanded my pedagogical horizons but has also allowed me to engage with the vibrant and diverse educational landscape that the IB curriculum offers.

ChouZhou Middle School, Yiwu, Zhejiang Province, PR China

ESL Teacher

2003 - 2004 (1 year)

Yiwu, Zhejiang, China

In my current role, I am responsible for teaching English to Junior Middle School students. My duties encompass delivering nine lessons per week, with a primary focus on enhancing their practical communication skills for daily life situations. Recognizing that many students at this level may have limited vocabulary, I employ a diverse range of teaching methodologies to ensure their engagement and understanding. These methods not only promote active participation but also foster a deeper comprehension of the language, laying a strong foundation for their future language development.

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## Education

UCAM Universidad Católica San Antonio de Murcia

Doctor of Philosophy - PhD, Education · (December 2023 - December 2026)

Virtual University of Pakistan

Master of Education - MEd, Educational Leadership and Administration,  
General · (2019 - 2020)

Thompson Rivers University

Graduate certificate of online teaching and learning, Educational/Instructional  
Technology · (2016 - 2017)

University of the Punjab

Master's degree, Biotechnology · (August 2001 - July 2003)

Ministry of Science and Technology, Islamabad, Pakistan



Medical Transcription (CMT), Medical Transcription/  
Transcriptionist · (2001 - 2001)