Maryam Khan

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Summary

* Recent graduate of Athabasca University with knowledge and proficiency in Microsoft Office Suite and excellent time management skills.
* Teacher with knowledge of academic school operations and verbal/written communication skills.

Education

Software Engineering Technology — Centennial College —Toronto, Ontario 2023-Present

Bachelor of Arts in English — Athabasca University — Edmonton, Alberta 2013-2019

OSSD — Muslim Girls School — Toronto, Ontario 2008-2012

Employment Experience

Online tutor — Brainers Academy 2022-2024

* Tutoring children from grades 1-10 for 8 hours per week.
* Tutoring and teaching the Ontario curriculum.
* Coaching for the Ontario standardized test, OSAP, as well as the IELTS.
* Leading and mentoring each student in tailored learning.
* Proficiency in using Microsoft Office Suite.
* Marking and providing feedback to each student every week.
* Discussing students’ daily progress with their parents through email and phone.
* Proficiency in using and conducting classes on Zoom meetings and Microsoft Teams

Private tutor — Cornwall, Ontario 2018-2021

* Tutoring a grade 1 student for a few hours a week.
* Teaching the Ontario curriculum across all subjects.
* Creating and developing an accurate, detailed, and tailored curriculum
* Leading the student in guided learning.
* Discussing the student’s progress daily with their parents through written and verbal communication.
* Proficiency in using Microsoft Office Suite.

Full time teacher — Muslim Girls School — Toronto, Ontario 2016-2017

* Teaching grades 1, 2, 3, 5, 7, and 9 as a full-time teacher for one year.
* Teaching Science, Health and Physical Education, French, and Arabic.
* Creating daily and monthly lesson plans while teaching manners and life lessons to students.
* Providing extra help to students.
* Dealing with children using effective discipline skills, organization, and sorting skills.
* Punctual, responsible, and good classroom management skills.
* Operating office equipment including computers, telephones, and photocopy machines.
* Using Markbook Software for compiling, storing, and retrieving accurate data, files, and reports for many students.
* Assessed once a month with feedback and ways to improve by the course coordinator.
* Answering students’ parents and school staff’s telephone, mail, email, and in-person confidential inquiries.
* Excellent knowledge of academic school operations.

Assistant teacher — Muslim Girls School — Toronto, Ontario 2013-2016

* Collaborating with other staff in planning and executing activities for students such as Play Day and hot lunches.
* Gaining knowledge of the Ontario curriculum and standards.
* Developing a trust and relationship with students.
* Assisting classroom teacher in engaging students in learning activities and positive behaviours.
* Helping students reach their maximum potential in school.
* Helping develop report cards for each student and make lesson plans.

Volunteer Experience

* Providing assistance to the Heritage Language Class teacher by writing documents and reports at Albion Heights Junior Middle School (Toronto, Ontario 2012-present).
* Assisting students with homework as a tutor (Toronto, Ontario 2012-2018).
* Collecting money for and distributing hot lunch to students at Muslim Girls School (Toronto, Ontario 2012-2017).

Additional Certifications & Training

* Markbook software data entry training — Muslim Girls School — Toronto, Ontario 2017
* Student assessment/evaluation training — Muslim Girls School — Toronto, Ontario 2016-2017

References will be provided upon request