Yumna Ali | Curriculum Vitae

DHA , Lahore;03214725570 ; 03004364067| yumnaaali123@gmail.com

Teaching Certifications

 TEFL Certificate( City University New York 2017 ;

 Cambridge Advanced English( CAE) CEFR Level C1 2017

Experience

-Research Trainee with Khairun Nisa Foundation

I assisted and observed pediatric and nursing department and noted down findings as part of training [5/5-19-1/9/19

-Training Officer CERP

Contract with Punjab Commission on Status of Women(PCSW) and was a part of their training services.

[15/10/18-04/04/19]

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| **-Class Teacher**—The Lahore Alma | [3/1/18— 15/4/18] |
| I was class teacher and an English subject teacher to grade 7s and grade 6 |  |
| respectively. I also managed curriculum and extensive lesson planning. |  |
| **-Resource Teacher-Scarsdale International** | [3/12/16 — 5/5/17] |
| I was resource teacher for primary sections; grade 2, 3, 4 and 5. I managed |  |
| SIGs and reported academic progress accordingly.Also worked in TinyTots. |  |
| **-Associate- Trivium Student Facilitation Services** | [1/2/15-18/2/16] |
| I managed student profiles and counselled O and A level student with their |  |
| Admissions. Students from renowned institutions applied successfully for IVY |  |
| Leagues. |  |
| **-Part-Time English Teacher-Defence Lyceum** | [2/1/14 — 1/2/15] |
| I managed the senior school for English Board Exams |  |

Education

Government College Lahore- MS Industrial Psychology [2018-2020]

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| **Lahore School of Economics** — BBA(Hons-Doubles in Marketing and Finance) | [2010] — [2015] |

I scored 3.57/4.00 and was in Deans Honor List. I also received merit waiver for mid semester 2012.

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| **Beaconhouse School Liberty**— A Levels | | [2008] — [2010] |
| I scored 1 | A and 2 B in my A levels. |  |
| **Beaconhouse School System** \_\_O Levels | |  |
| I scored 7 | As and 2Bs and received a silver medal. |  |

Projects

* Executive Creative Content Writer- Nexomus Ltd.

I worked remotely in assignment management and reporting.

* HR Assistant- Panasian Group of Companies

I handled HR related tasks in HR department including issuance of business cards, reporting, check and balance.

* Assistant to Director Bank- Askari Bank

Job rotation in banking departments. Handling bank related activities in 5 sub departments

* Creative Writer- Desi Writers Lounge

I was a guest writer, initiative of GEO TV and my story got published in online magazine amongst South Asian Writers.

* Internee –Pakistan Women Organization

I have been working as health assistant as Pakistan Women Organization.

* Volunteer-Message Welfare Trust

I have worked as a truck art workshop supporter and managed students’ campaigns for street competitions.

* Research Assistant- Cranford Academics Publications

I have worked on child psychology and learning behaviors with Dr. Aliya and got work published by Cranford Academics.

* Translator/Transcriber- Kalender Arts

I have made numerous translations on musical theories for American artists.

* Academic Writer/ Proofreader- Brilliant Writings

I have been researching for best journal articles for dissertation writings for 4 years as part-time work.