



Mehwish Arif

ELT PROFESSIONAL

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PROFILE

An enthusiastic ELT with experience in teachers' training, course development, and execution, drafting a proposal and its execution as a project, research writing and supervising academic coordination, and organizing committee member of conferences, seminars, webinars, and workshops to show-case. I have worked with Higher Education Commission and US Consulate General Karachi on their projects related to language skills development among government universities, deprived schools, and local communities. My enthusiasm urges me to continue professional development- I have completed multiple online certifications, on-site workshops, seminars, and webinars.

SKILLS

Leadership
Problem Solving
Project Management
Creativity
Communication
Academic Writing
Research Supervision

WORK EXPERIENCE

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

June 2012 till date

Lecturer

- Teach major English courses at undergraduate and postgraduate level
- Supervise BS and MS research projects
- Develop courses at the undergraduate and postgraduate level
- Modify BS and MS curriculum considering the market needs
- Coordinate between administration, teachers, and students
- Arrange Internships for third-year students in the market
- Guide students regarding attendance and exam protocols
- Organize departmental curricular, co-curricular, and extra-curricular activities
- Proofread and edit University-wide alumni magazine
- Coordinate Oral Proficiency and IELTS Preparatory classes

UNIVERSITY OF KARACHI

Lecturer (visiting)

July - December 2013

- Teach Academic Reading & Writing Course
- Teach Professional/Oral Communication Course

PROJECTS

NED English Access

September 2021-23

Microscholarship Program

- Earned the project worth 275000\$ from US Consulate General, Karachi, and RELO, Islamabad
- Serving as an Academic Coordinator of the project

NED English Access

September 2019-21

Microscholarship Program

- Earned the project worth 150,000\$ from US Consulate General, Karachi, and RELO, Islamabad
- Served as an Academic Coordinator of the project

National Freelance Training

December 21

Program - Ministry of IT & HEC

- Served as a trainer to instill work and professional ethics among 300 school teachers of Sindh and Balochistan

Capacity Enhancement Program for Support Staff of Public University - HEC

June 21

- Served as a trainer to instill communication skills among support staff of Public Universities of Karachi

National Vocational Technical Training Commission

Mar - June 2019

- Served as a trainer to technical writing skills underprivileged community students

Sardar Bahadur Khan Women University, Baluchistan

Sep - Dec 2017

- Teach 20th Century Literature to Baluchistan University via project online courses initiated by HEC .

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EDUCATION

NED University of Engineering & Technology

- PhD in Applied Linguistics (pursuing)

NED University of Engineering & Technology

2016

- MS in Applied Linguistics

- 3.57/4 CGPA
- Dissertation topic: Using Three Tiered Evaluation in Tertiary EAP Writing Classrooms: A Strategy for Enhancing Students' Engagements and Achievements and Tackling Classroom Challenges in Public Sector ESL Context

MOOCs

- IOWA State University (offered by OPEN - US Consulate) on *Using Educational Technology in Language Classrooms* (2021)
- National Research University, Higher School of Economics on *Towards Language Universals through Lexical Semantics: Introduction to Lexical and Semantic Typology* (2018)
- The University of Amsterdam on *Qualitative Research Methods* (2017)
- The University of London on *Understanding Research Methods* (2017)
- Wesleyan University on *Social Psychology* (2013)

REFERENCES

Prof. Dr. Sajida Zaki

Chairperson

Humanities Department

NED University of Engineering &

Technology, Karachi

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Mr. Muhammad Asim Khan

Assistant Professor

Humanities Department

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Technology, Karachi

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RESEARCH PUBLICATION

- *Rational Ethical Model- A recipe of Moral Character for Internees*, Habibia Islamicus, Vol 3, No. 1.
- *Exploring Reading Skills' Instruction in Compulsory English Course – A Case Study of Public College*, Pakistan Journal of Educational Review, Vol 4, No. 1, pp 246-263
- *A Three-Tiered Evaluation Framework for Enhancing L2 Learner's Engagement and Achievement in Tertiary EAP Writing Course*, Malaysian Journal of Humanities and Social Sciences, Vol 4, No. 2.

RESEARCH SUPERVISION

- MS (Applied Linguistics)
 - *Developing Writing Skills of ESL Students: An Action Research Framework for ESL Writing Instruction Classes at a College*
 - *Effectiveness of Process-Genre Approach in Developing Academic Writing Skills in Undergraduate Students of a Public University*
- BS (English Linguistics)
 - *Exploring the Impact of English Language Variation on Readability, Comprehensibility, and Communicative Effectiveness of PILS (Patient Information Leaflets)*
 - *Stylistics and Critical Discourse Analysis of Gender Difference in Pakistani English Writers*
 - *Application of Computational Linguistics Modeling: A Comparative Analysis of Pakistani Media Outlets and Public Tweets on Covid-19 Vaccination*
 - *A Sentiment Analysis of World Leaders' Response to Man-Made Disasters - APS Massacre and New Zealand Mosque*
 - *An Investigation into the Relationship between Multilingualism, Emotion Perception, and Trait Emotional Intelligence*

RESEARCH PROMOTION ACTIVITIES

- Assistant Editor JSSIR 2018-2022
 - An initial reading of the received article for further process
 - Co-ordination and communication with reviewers
 - Proof-read and edited papers for publication
- Organized 3rd ICLAP (International Conference of Linguistics Association of Pakistan) 2017
 - Developed Programme book, schedule, and event flow
 - Maintained the data of conference attendees

ACHIEVEMENTS

- Won a proposal "English Access Microscholarship Program" from US Mission Pakistan and RELO (2021)
- Won a proposal "English Access Microscholarship Program" from US Mission Pakistan and RELO (2019)
- Won a proposal on "Continuous Professional Development for Teachers" from HEC- Pakistan (2017)

MEMBERSHIP

- Pakistan-US Alumni Network (PUAN)
- Member of Society of Pakistan English Language Teachers (SPELT).
- Member of Linguistic Association of Pakistan (LAP)