

SARAH KHAN

Elementary School Teacher

Elementary School Teacher with 4+ years of experience managing the classrooms of 20-25 students. Adapt at using positive reinforcement teaching techniques to encourage student behavior and growth. Moreover, an eager, keen and devoted young person with a striking sharp attitude towards creating a challenging and engaging learning environment in which students become life-long learners.

EXPERIENCE:

Roots Millennium School

English Teacher for Grade 3 & 4

2021-Onwards

- Designed and implemented daily learning plans for grade 3 & 4.
- Worked one-on-one with each student to pinpoint critical needs and give attention required to grasp concepts firmly.
- Practiced speaking in groups and with other tutoring students to encourage fluency and confidence.
- Prepared regular subject tests, and with the detailed quarterly progress reports for parents.
- Met with parents, guardians, administrators, and counselors to address and resolve student's behavioral issues.

Happy Home

Home Teacher for Grade 1

2020 - 2021

- Created and adapted lesson plans according to student's needs, including both individual and group work.
- Met with parents and guardians bi-annually to discuss student's learning and school conduct.
- Trained two student teachers in classroom management and lesson implementation.

The Orchid School

Home Teacher For Grade 2

2019 - 2020

DMS Girls School

Home Teacher For Grade 3

2018-2019

PCI tutors Academy

Teacher For Chemistry & Mathematics

2016-2018

QUALIFICATIONS:

Masters in HR Management

University of Karachi

2020-2022

Bachelor of Science

Khatun e Pakistan College

2017-2019

Taleem ul Quran diploma course

Al Huda International Khawateen club

2015-2016

English Language Proficiency Program

Domino English Learning Center

2014-2015

Intermediate (Pre-Engineering)

Askari Degree College

2012-2014

Matric (Science)

Pace Public School

2010-2012

ACHIEVEMENTS:

Millennium Foundation Course in Teaching n Learning - MFTL

Teaching Achievement:

Best Teacher for the Month of August 2018.

Discipline Achievement:

Appreciation for maintaining discipline among the students.

WORK RELATED SKILLS:

- Active Listening, Positive Attitude
- Classroom Management, Curriculum Development
- Differentiated Instruction
- Accuracy and Attention to Detail
- Adept in Conflict Resolution Strategies

OTHER SKILLS:

- Strong Interpersonal Skills
- Effective Communication Skills
- Consider Myself A Good Mentor
- Problem Handling & Critical Thinking
- Time Management & Public Speaking