

. TAHIRA MUHAMMAD .

Teaching portfolio link: <https://www.tahiramuhammad01.com/>

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Professional offering a solid combination of Instructional Design and English Lecturer experience. Proven history to create learner-centered course materials and deliver engaging composition and literature curriculum that enable students to achieve writing proficiency and problem resolution skills for over 15 years. Outstanding communication and success in fast-paced educational technology and higher education environments with a reputation for building strong relationships with diverse student populations, faculty colleagues, and instructional teams at all levels. Demonstrated commitment to enhancing learning experiences and implementing comprehensive curriculum design and writing instruction strategies impacting over 100 students in one day. Knowledgeable and experienced in:

- ♦ Adult Education Designer
- ♦ Communication & Transparency
- ♦ Content Development
- ♦ Course Material Development
- ♦ Data-Driven Instruction
- ♦ Documentation & Organization
- ♦ eLearning Expert
- ♦ Establishes Workplace Relationships
- ♦ Manage Company Priorities & Goals
- ♦ Objective & Goal Thinker
- ♦ Problem Resolver
- ♦ Team & Staff Collaboration
- ♦ Technology Integrator
- ♦ Time & Task Management
- ♦ Visual Brainstorming

WORK EXPERIENCE

ENGLISH LANGUAGE UNIVERSITY INSTRUCTOR | INSTRUCTIONAL DESIGN

U.S. Department of State, University of Al Azhar

2025 – 2026

- ♦ Steered the strategic planning and development of the educational roadmap, implemented initiatives that improved program efficacy for 25+ faculty, matched actions and goals, and guided by long-term organizational policy directives.
- ♦ Represented in a school-wide professional development program, managed logistics, resources, and activity for 100+ participants resulting in a streamlined execution, coming in under budget, and a 95% positive feedback score.
- ♦ Facilitated 5+ needs assessments through surveys and evaluations, cultivated professional developments aligned to learning goals, implemented adult learning techniques to engage learners, and evaluated session outcomes using feedback forms and follow-ups.
- ♦ Directed the use of protocols to capture educator practices, identified growth opportunities aligned with instructional benchmarks, ensured a non-intrusive observation approach to foster authentic teaching experiences, and delivered feedback to 25+ educators.
- ♦ Designed research-driven co-teaching sessions, applied strategies customized for learner needs, explained instructional methods to team leaders, and shared reflective feedback to lead to a 25% boost in faculty engagement scores.
- ♦ Collaborated with 150+ educators to align instructional content with state standards, provided tailored resources for culturally responsive teaching, supported the creation of performance assessments, and led curriculum review teams.
- ♦ Leveraged systems to gather and chart standardized test scores, identified trends in student performance, set measurable goals for teachers and students, and developed data-driven instructional strategies to address learning gaps for 25+ faculty.
- ♦ Constructed reflective writing practices, generated thought-provoking questions to stimulate self-assessment, provided structured templates for documentation, and scheduled targeted follow-up discussions to improve outcomes for 50+ at-risk learners.
- ♦ Cultivated study groups to promote a culture of continuous improvement, handled structured agendas and resources for productivity, and facilitated peer inquiry to enhance employee development while supporting the growth of 15 team members.

HIGH SCHOOL ENGLISH TEACHER | CURRICULUM DEVELOPER

CPI EDUCATION Boarding School and Camp

2023-Present (seasonal)

Future International Academy School

2023 – 2024

School of Research Science

2020 – 2022

Multikids International School

2018 – 2020

International Academy of Kuwait

2011 – 2013

- ♦ Created needs assessments by interviewing key stakeholders, evaluating performance data, analyzing job roles to identify required skills, and prioritized learning needs to improve overall task completion by 10%.
- ♦ Prepared students for standardized tests such as IELTS, American SAT and TOEFL.
- ♦ Crafted 250+ measurable learning objectives, sequenced lessons, designed module blueprints, and worked with SMEs to align content with corporate training standards to boost course effectiveness.
- ♦ Facilitated 150+ e-learning, classroom training, and blended learning evaluations, considered learner preferences, and recommended delivery methods based on content complexity and audience size.
- ♦ Constructed 75+ multiple-choice, scenario-based, and open-ended assessments, crafted performance rubrics, mirrored assessments to learning goals, and evaluated data to refine instructional strategies for over 150+ faculty.
- ♦ Built curriculum frameworks by searching educational standards and industry needs, outlined learning objectives for each module, collaborated with subject matter experts, and integrated assessments to measure progress for 25+ courses.

- ♦ Engineered clear and concise educational materials for target audiences, integrated multimedia elements to boost learner engagement, ensured accessibility and inclusivity, and regularly updated content with new information to educate over 500 learners.
- ♦ Spearheaded the collection of feedback from over 500 learners through surveys, analyzed assessment results to identify learning gaps, modernized content to reflect best practices, and piloted new curriculum to increase student success rates by 15%.
- ♦ Authored comprehensive curricula by selecting suitable e-learning platforms, developed interactive modules, trained 50+ educators on technology tools, and monitored tech integration effectiveness to upgrade learner engagement.
- ♦ Analyzed educational policies and accreditation requirements, mapped curriculum objectives to standardized competencies, and prepared compliance documentation to adjust the curriculum for 20 courses boosting alignment with updated standards.

EDUCATION

Master of Arts in TESOL and English Applied Linguistics
SIT World Learning Graduate School

Bachelor of Science in Journalism, Minor in English Literature
Georgia State University

Certifications

Common Core Boot Camp- Copperstone

AP Language Certification – College Board, New York

Safeguarding Essentials – International Schools Partnership

Wilson Reading Program – Reading Specialist

Blackboard - Brisk Teaching Magic School - Canva - ChatGPT - FlowSpeak - Google Suite: Classroom, Docs, Drive, Forms, Sheets - iMovie - IXL - MacOS - Microsoft Office: Excel, Outlook, PowerPoint, Word - Moodle - Nearpod - SharePoint - Windows - ZOOM