

TAHIRA Y. MUHAMMAD

INSTRUCTIONAL DESIGNER | ENGLISH LECTURER | CURRICULUM PLANNER



Contact

Dubai, U.A.E

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Digital Teaching Portfolio:

<https://www.tahiramuhammad01.com/>

Core Competencies

Instructional Design
Curriculum Planning
Educational Leadership
Technical Integration
Interpersonal Skills
Adult Education Designer
Content Development
Data-Driven Instruction
eLearning Expert
Problem Solver

Education

SIT World Learning Graduate School,
Vermont, USA

**MASTER OF ARTS IN TESOL AND
ENGLISH APPLIED LINGUISTICS**

Georgia State University, Georgia, USA

**BACHELOR OF SCIENCE IN
JOURNALISM (MINOR IN ENGLISH
LITERATURE)**

Objective

Innovative and student-centered professional with over 15 years of experience spanning Instructional Design, Higher Education, and Secondary Education. Expert in creating learner-centered course materials, delivering engaging composition curriculum, and integrating advanced EdTech and AI tools to enhance writing proficiency. Proven track record in data-driven instruction, curriculum frameworks development, and leading diverse instructional teams in fast-paced international environments.

Experience

2026

Interplay (Instructional Designer and Localization Expert)

Interplay Learning | Remote, United States Temporary Contract

- **Terminology Synchronization:** Systematically audit course modules to replace US technical terms (e.g., "BAS," "receptacle," "power plant") with industry-standard UK equivalents (e.g., "BMS," "socket-outlet," "power station") to ensure learner comprehension.
- **Cultural Contextualization:** Review and update instructional scenarios to reflect UK building environments, such as referencing "landlord services" instead of "base building services" and ensuring imagery depicts UK-standard 3-pin plugs and distribution boards.
- **Metric Conversion & Formatting:** Ensure all technical measurements are converted where necessary and that date/numerical formats follow UK conventions (e.g., DD/MM/YYYY) to maintain professional credibility.
- **Learner-Centered Redesign:** Evaluate existing US courseware and restructure modules into British English instructional flows that maintain the original learning objectives while feeling native to a UK operative.
- **Multimedia Optimization:** Collaborate with media teams to update voiceovers, graphics, and interactive simulations to reflect British accents and UK-specific equipment labels (e.g., "consumer units" vs "breaker panels").

2023 – PRESENT

Third Parent (English Teacher and Activities Coordinator)

Boarding School Seasonal

- **Holistic Mentorship and Lifestyle Advising:** Act as a dedicated life mentor and role model for students aged 7 to 17, moving beyond traditional instruction to oversee their academic, social, and personal development. Guiding students in the "Boarding Scholae" to develop independence by practically managing daily responsibilities such as room tidiness, laundry, and meal preparation.

Certifications

2025

Copperstone, Dubai
COMMON CORE BOOT CAMP

2021

College Board, New York
**AP LANGUAGE AND LITERATURE
CERTIFICATION**

2023

International Schools
Partnership, UK
CHILD SAFEGUARDING ESSENTIALS

2016

Reading Specialist Certification
WILSON READING PROGRAM

Technical Skills

LMS/VLE: Blackboard, Canvas,
Moodle, Google Classroom,
Schoolology, Microsoft Teams

DESIGN & EDTECH: Articulate 360,
Nearpod, Edpuzzle, Canva, Brisk,
Magic School, ChatGPT, FlowSpeak

MULTIMEDIA: iMovie, Microsoft Office
Suite (Expert Excel/PowerPoint),
MacOS, Windows

Professional Affiliations

BLACK GIRLS HACK

Advocating for cybersecurity
education in underserved
communities

WOMEN IN CYBERSECURITY

Educating teachers on student data
protection to reduce cyber-attack

AMERICAN CENTER OF CAIRO

Member with access to premium
digital resources at the US Embassy

- Academic Oversight and Behavioral Regulation: Monitor academic attainment and study habits through regular school and home visits, ensuring students are prepared for classroom demands. Additionally, take responsibility for regulating students' use of technology—including mobile phones, gaming consoles, and social media presence—to foster a balanced and focused lifestyle.
- Liaison and Pastoral Advocacy: Serve as an authorized "knowledge and human development officer" on behalf of parents, facilitating consistent communication between the family and the school.

2025 – 2026

English Language Fellow (English Lecturer & Instructional Design)

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

- Strategic Planning: Steered the educational roadmap and implemented initiatives that improved program efficacy for 25+ faculty members.
- Instructional Delivery: Serve as an English Lecturer for PhD professors across various disciplines and facilitate English speaking clubs for youth and university students.
- Professional Development: Managed a school-wide PD program for 100+ participants, resulting in 95% positive feedback and streamlined execution under budget.
- Needs Assessment: Facilitated 5+ assessments through surveys and implemented adult learning techniques to engage learners.
- Co-Teaching & Engagement: Designed research-driven co-teaching sessions, leading to a 25% boost in faculty engagement scores.
- Data Analysis: Leveraged systems to chart standardized test scores and developed data-driven strategies to address learning gaps for 25+ faculty.

2025

Virtual Educator | English for Special Purposes for Adult Learners

U.S. State Department English Program | Niger/USA (Remote)

- Course Development: Designed and delivered interactive online English courses specifically for university-level journalism students.
- Media Integration: Developed engaging media-focused lessons integrating real-world applications and inquiry-based strategies.

English Language Learning: 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 20+ second language adult learners.

2023 – 2024

IB Teacher & Curriculum Planner

Future International Academy | Al Ain, UAE

- Accreditation Support: Coordinated with the IB team to secure school approval and certification.
- Inquiry-Based Design: Developed lesson plans for literature and writing for Grade 10 and 11, focusing on critical thinking and communication.
- AI Integration: Conducted workshops for educators on using AI reading tools to increase student comprehension and vocabulary.
- Test Preparation: Taught strategies for both digital and paper versions of high-stakes exams.

2020 – 2022

High School English Teacher & Curriculum Developer

School of Research Science | Dubai, UAE

- Blended Learning: Designed Journalism and English curricula aligned with Common Core literacy standards.
- Data-Driven Growth: Utilized Achieve 3000 and Common Lit benchmarks to increase student reading interest levels by 20%.
- Assessment Design: Constructed 75+ multiple-choice and scenario-based assessments and crafted performance rubrics for 150+ faculty.

2018 – 2020

English & Global Perspectives Teacher

Multikids International School | Ghana

- Inclusive Education: Designed curriculum specifically to support students with autism, dyslexia, and cerebral palsy.
- Differentiated Instruction: Applied specialized techniques that increased student performance in literacy and SAT and IGCSE test preparation. 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.

2011 – 2013

Secondary English Teacher (IGCSE)

International Academy of Kuwait | Kuwait

- Project-Based Learning: Developed inquiry-driven courses and integrated technology-enhanced instruction via Google Classroom.
- Secondary English Teacher: Taught an average of 160 students IGCSE past papers both second and first language and prepared students for yearly exams.

References

Available upon request.