
AMENA AHMED



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OBJECTIVE

I am on the quest of being a lifelong learner. By qualification, I am a dedicated nutritionist. Currently, I am employed at Beaconhouse Newlands Islamabad as a Year Five Homeroom Teacher. I am currently pursuing an M.Ed. degree from the University of the People.

SKILLS

Qualified IB facilitator
Teacher Trainer
Proficient user of Microsoft Office
Proficient user of Google Workspace

EXPERIENCE

ORENDA PROJECTS ASSESSMENT SPECIALIST - LEAD AUG 2021-PRESENT

Develop and review content-specific test items. Select, assign, manage, and train item/passage writers and educators to develop items based on standards, cognitive complexity, and item development best practices. Lead teams of Assessment Specialists in the design and implementation of high-stakes assessment programs.

BEACONHOUSE NEWLANDS ISLAMABAD, PRIMARY YEAR HOMEROOM TEACHER/ ADVANCED SKILLS TEACHER 2018-PRESENT

Homeroom teacher for Year Three and then Year Five. As an Advanced Skills Teacher was in charge of teaching and learning in the Primary Years. Lead multiple workshops for teachers locally and internationally. Reviewed and revised the curriculum while created an ATL progression chart for the Primary Years as well.

HEADSTART SCHOOL, KURI CAMPUS, FOOD & NUTRITION TEACHER 2017-2018

Taught Food and Nutrition as per the IB requirement for PYP, MYP & DP students.

SMARTS HEALTH CLUB AND GYM, FREELANCE CONSULTANT DIETICIAN NOV - DEC 2013

Advised patients on their diets and caloric intake.

DAWN NEWSPAPER, FREELANCE JOURNALIST FEB 2010 - 2012

Wrote health and nutrition related articles.

HEALTHYWAY, [DUBAI, UNITED ARAB EMIRATES], FOOD PRODUCTION DIETICIAN MAY 2009-NOV 2009


Calculated and prepared diets for varied patients including weight loss, hypertension, diabetic and cardiac related diseases as well as supervised the portion control.

AL WASL HOSPITAL, [DUBAI, UNITED ARAB EMIRATES], INTERN NOV 2006 - DEC 2006

Prepared and advised patients in the gynaecology and paediatrics sections.

MASTERS BUSINESS MANAGEMENT SERVICES, [DUBAI, UNITED ARAB EMIRATES], OFFICE ADMINISTRATOR / ACCOUNTANT {PART TIME}

Managed bills, invoices and call logs for my clients using advanced features of Microsoft Excel and Word. Prepared invoices and call log time sheets using advanced formulae of Microsoft Excel. Prepared



labels in Microsoft Word on a regular basis for the dispatching of user mail. Prepared quotations and invoices as and when required.

EDUCATION

MASTERS IN EDUCATION (ADVANCED TEACHING DEGREE) - 2022
UNIVERSITY OF THE PEOPLE
CGPA - 4.0 currently

B.SC. HOME SCIENCE, SPECIALIZATION - DIETETICS AND NUTRITION, 2007
ALGHURAIR UNIVERSITY, DUBAI, UAE (AFFILIATED TO MANIPAL ACADEMY OF HIGHER EDUCATION), DUBAI CAMPUS
Graduated with a CGPA of 3.75 and a GPA of 4.0
Final Project was on Anemia

VOLUNTEER EXPERIENCE OR LEADERSHIP

I have been in charge of teaching and learning in the Primary Years, lead two consecutively successful Primary Years Program Exhibition', a culminating experience in the Primary Years. I have collected data for various occasions and have interpreted and analyzed them as well to identify the gaps and help cover them.

I have also led numerous workshops on technologically savvy classrooms during the pandemic.