

## **Pardiseh Mofidi**

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### **EXPERIENCE**

- **Teacher**

**August 2019- present**

- Diploma Program IB, Shahid Mahdavi International Educational Complex
- Responsibilities:
- Teaching English B subject to DP students

- **Head of English Department**

**October 2018- present**

- Shahid Mahdavi Educational Complex
- Responsibilities:
- Students' placement
- Curriculum development
- Educational planning
- Teachers' evaluation, recruitment and professional development
- ESL material development
- Teacher training, pre-service and in-service
- Class Observation
- Monitoring & analyzing the performance of the language department
- Planning the strategies to improve the department's performance

- **Assessor**

**July 11-14, 2018**

- British council ITT project, Training of trainers
- Istanbul, Turkey
- 5 days of assessing 60 candidate who participated in the assessment based on British Council's standards and Criteria

- **Supervisor**

**Jun 2017 to April 2018**

- Shahid Beheshti University, Language Center
- Ekbatan branch, Tehran
- Responsibilities
- Applicant's placement
- Educational planning
- Teachers' evaluation, recruitment and professional development
- ESL material development
- Teacher training, pre-service and in-service
- Class Observation
- Monitoring & analyzing the performance of the language center
- Planning the strategies to improve the center's performance

- **MYP Deputy Head** **Academic Year 2016-2017**
  - Shahid Mahdavi International School, Tehran

Responsibilities:

  - Educational planning
  - Teachers' evaluation, recruitment and professional development
  - Executing a code of conduct to maintain discipline among the students and teachers
  - Course and syllabus design
  - Class Observation
  - Holding teacher training workshops for teachers' professional development
  - Monitoring & analyzing the performance of school
  - Making provisions to impart high grade education to the students
  - Determining the performance of the department & planning the strategies accordingly

- **MYP Teacher , Language and literature** **Academic Year 2016-2017**
  - Shahid Mahdavi International School, MYP

- **Head of Language Department** **2008-2016**
  - Tehran Institute of Technology, Niavaran Branch
  - English, Spanish, German, Turkish and French Departments

Responsibilities:

- Educational planning
- Assigning teachers to classes/ students
- Offering educational consultation to language learners
- Preparing data as the basis for future planning
- Applicants' placement
- Teachers' evaluation, recruitment and professional development
- Teacher training (Novice)
- Running OJTs for English language teachers
- Class Observation
- Offering ideas for the institution progress
- Course and syllabus design
- Managing Language department finance (teachers' payment)
- Developing and implementing strategies to meet the needs of students, teachers and institute.
- Monitoring & analyzing the performance of school
- Making provisions to impart high grade education to the students
- Determining the performance of the department & planning the strategies accordingly
- Executing a code of conduct to maintain discipline among the students and teachers
- Answering the queries and doubts of the teachers and students in order to provide solutions

- **Teacher Trainer** **2011- present**  
**Freelance**

- In charge of monthly scheduled workshops for in-service teachers
- Holding a 50 hour pre-service training courses
- Having hold 15 Teacher Training Courses so far

- **Trainer Trainer** **2012-present**  
**Freelance**
  - One of the 21 Master trainers certified by British Council in Iran Project 2012
  - Holding Trainer training in Iran, training trainers for BC final assessment
- **English Department Supervisor and Teacher** **2006-2008**  
-Tehran Institute of Technology, Farmanieh Branch
- **Supervisor in Teenagers and kids' Department (Part time)** **2006-2007**  
- Namdar English Institute
- **English Teacher (General English Courses )** **2002-present**
- **Translator (Part time)** **2004-2007**  
-Rah-e-Talae Transportation Co.
- **Educational Consultant** **2002 (6 months)**  
- Daneshjooyan Agency.
- **Spanish Tutoring** **2009-present**

## EDUCATION

- **M.A. in English Literature** **2017**  
- University of Tehran, Faculty of Foreign Languages
- **B.A in Spanish Translation and Literature** **2010**  
- Islamic Azad University, Tehran North Branch  
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## LANGUAGES

- **English:** Fluent
- **Spanish:** Fair in speech, Fluent in writing
- **French:** Basic
- **Persian:** Native

## Certificates

- **Mentoring** **January 2016**  
- British council, Dubai
- **TESOL Diploma**, Teaching English to speakers of other languages **October 2015**  
- London Teacher training College
- **Master training** **June 2012**  
- British Council, Istanbul
- **Teacher training** **January 2012**  
- British Council, Istanbul
- **TTC** **2003**  
- Shokouh Institute.
- **TTC** **2006**  
- Safir English School

### Additional information

- **Attended Longman Co. annual event –Amazing Minds- in Syria** **2010**  
- On teaching new Methodology
- **Attended 2 Longman Co. teaching workshops in Tehran** **2009, 2005**
- **ICDL Literate**
- **Familiar with Photoshop Software**
- **Bachelor Degree Graduation GPA: 18:30 out of 20**
- **Master Degree Graduation GPA: 18.5 out of 20**
- Held a workshop titled **”Integrating skills for a more effective lesson plan”** **January 2018**  
for 36 teachers from over 10 cities of Iran, as a joint program Shahid Bbeheshiti University, Language Center & Jangal International Publication
- Held a workshop titled **”How to improve your students’ writing skills”** **July 2018**  
for 27 teachers from different cities of Iran, as a joint program Shahid Bbeheshiti University, Language Center & Jangal International Publication
- Held a workshop titled **“How to teach “American English File Series”** **March 2019**  
Rahnam Press, Tehran
- Presented **“Big English Series”** seminar for 110 participants **October 2018**  
Rahnama Press Tehran