

## CURRICULUM VITAE



**Noor Shariena binti Zaraini**

**No 32, Lrg 1, Jln Malim Jaya 1/1, Taman Malim Jaya Seksyen 1,75250, Melaka**

**Tel : 019-3747929 Email :noorsharienazaraini@yahoo.com**

*Have good command in English as well as in Bahasa Malaysia and is willing to give full commitment towards the job in terms of energy as well as time. Eager to explore and learn new things. Feel honoured to be taught by others.*

### OBJECTIVE AND PURPOSE OF CAREER

To develop language skill for myself as well as for the students and make it as a stepping stone for the future endeavour. To apply all the skills and knowledge that have been taught throughout in B.Ed TESL and Masters in Applied Linguistic

Career Objective: To be in your team and gain new experience as to prepare myself for future career.

### PERSONAL ATTRIBUTE

- \* Ability to think positively and think of alternatives.
- \* Knowledge in pedagogy and computer literate
- \* Able to establish rapport with students and provide pastoral care and support to students.
- \* Strong interpersonal and presentation skills with good command in written and spoken English and Bahasa Malaysia.
- \* Analytical, resourceful and a team player with ability to establish priorities and meet deadlines
- \* Able to work with Microsoft Office
- \* Able to work independently and with minimum supervision.

## PERSONAL INFORMATION

Full Name : Noor Shariena binti Zaraini  
Date of Birth : 12 February 1987  
Race : Malay  
I/C No : 870212-04-5198  
Citizenship : Malaysian

## EDUCATION BACKGROUND

- 1 Institution : Universiti Putra Malaysia  
Field of Study : **Master of Applied Linguistics**  
End : Jan 2014
  
- 2 Institution : Universiti Teknologi Mara, Shah Alam  
Field of Study : **BA Hons Degree in TESL**  
End : December 2010  
*Among the subjects taken are :-*
  - \* Methodology in Teaching Reading
  - \* Methodology in Teaching Grammar
  - \* Methodology in Teaching Writing
  - Methodology in Teaching Listening and Speaking
  - \* Literature (minor subject)
  
- 3 Institution : Universiti Teknologi MARA, Kampus Alor Gajah, Melaka  
Field of Study : Pre-Degree TESL  
End : December 2005- December 2006
  
- 4 Institution : Sekolah Menengah Kebangsaan Agama Sharifah Rodziah, Melaka  
Field of Study : Sijil Pelajaran Malaysia (SPM)  
End : 2004

## WORKING EXPERIENCE

Duration : **December 2012- Present**  
Position : **Language Teacher**  
University 's Name : UPNM

School's Address : Pusat Bahasa , Aras 2, Bgmn Bestari, UPNM, Kem Sg Besi, 57000 KL  
Report Duty To : Registrar UPNM  
Remuneration : RM 2795.73

Classes : 2KJA1,KT10, 1TMT2, 1KJM2, 1TSK2, FPP7,( KT 3, KT 9 ,PS 2, PS 7)x2 semester, ( KT3, KT 10, KT 14, PS 3, PS7 ) x2 semester, PS 1, PS 7, KT 2, KT 7, KT 12  
LEL 1022 – English for Oral Communication  
FEL 0523 – English for Academic Reading  
LEL 1012 – English for Academic Writing  
FEL 0513 – Foundation English  
FEL 0533- Basic Communication Skill

Subject :

Duration : **December 2010 – March 2012**  
Position : **Part Time Full Time Lecturer**  
University 's Name : UiTM Lendu, Melaka  
School's Address : KM 26 ,Jalan Lendu, 78000 Alor Gajah, Melaka  
Report Duty To : Coordinator Academy of Language Studies  
Remuneration : RM 1800

Classes : AD1181B, BM1111C, AM1101A, MC1101C, HM1111B, HM1113C, AM1101F, AM1101G, OM1142E, AC1202B  
BEL 120 - Consolidating Language Skill  
BEL 260 - Preparatory Course for MUET

Subject : BEL 311 - English for Academic Purposes

Duration : **January 2010-April 2010**  
Position : **Trainee Teacher**  
School's Name : SMK Convent Klang  
School's Address : 112 Jalan Tengku Kelana,Klang  
Report Duty To : Principal, SMK Convent Klang  
Remuneration : N/A  
Classes : English for Form 4 and Civic for Form 4

## **COURSES/CONFERENCES/SEMINARS ATTENDED**

1. Participant of 3rd Language & Education Conference ‘Prospect and Competitiveness in the era of Globalisation’, The Writing Needs of Cadet Officers & Civilian Students at National Defence University of Malaysia: Language Instructors’ Perspectives, 27 – 28 November 2013, Universiti Sains Islam Malaysia / Nilai Springs Resort, Nilai, Proceedings of the 3rd Language & Education Conference / The Faculty of Major Language Studies(CD PROCEEDING:ISBN 978-967-5852-24-4)
2. Participant of Bengkel Penulisan Kertas Cadangan Penyelidikan dan Hala Tuju Pusat Bahasa 2012 -UPNM
3. Participant of Kursus ‘Fire Prevention Awareness’-UPNM
4. Participant of Bengkel Latihan MyLinE Kali Kelapan- UTM SKUDAI
5. Participant of Bengkel MyLinE untuk Tenaga Pengajar Bahasa Inggeris UPNM 2013- UPNM
6. Participant of Bengkel ‘Learning Content Development System (LCDS) – Peringkat Asas - UPNM
7. Participant of Bengkel Pemurnian Kertas Kerja Penyelidikan bagi Geran Pusat Bahasa - UPNM
8. Participant of Kursus Penterjemahan Am (Intensif) – Institut Terjemahan dan Buku Malaysia ( Nov 2013)
9. Participant of Kursus Asas Pengajaran dan Pembelajaran 2014
10. Participant of Kursus Penyuntingan Terjemahan ( Intensif) – Institut Terjemahan dan Buku Malaysia ( Mei 2014)
11. Participant of Bengkel Penulisan Tesis Pantas ( Jun 2014)

## **CONTRIBUTION MALAYSIAN GOVERNMENT /OFFICIAL DUTIES**

1. Examiner for MUET paper July 2013
2. Examiner for Matriculation English Paper : May 2013/2014
3. Judge for ‘Inter Class Presidential Debate 2013 (Vice Chancellor Trophy)’ – Preliminary Round
4. Chairman : ‘Inter Class Presidential Debate 2013 (Vice Chancellor Trophy)’

5. Committee member for (Programme Book) ‘Bengkel Pemurnian Kertas Kerja Penyelidikan Geran Pusat Bahasa 2013’
6. Emcee for Majlis ‘Bengkel Muet 2013’
7. Judge for The Vice Chancellor Debating Championship 2014 ( Preliminary round)
8. Examiner for MUET paper March 2014
9. Examiner for MUET paper July 2014
10. Examiner for Matriculation English Paper : November 2013/2014

### **PUBLICATION(S)**

1. The Writing Needs of Cadet Officers & Civilian Students at National Defence University of Malaysia: Language Instructors’ Perspectives, Proceedings of the 3rd Language & Education Conference / The Faculty of Major Language Studies(CD PROCEEDING:ISBN 978-967-5852-24-4)
2. Will be published as book chapter of Language and Education Trends ( LETs) vol.2014: Needs Analysis : The Development of a “ Communication Skills for the Workplace” course for Nursing Students at Murni Nursing College ( 2014)

### **PROFESSIONAL MEMBERSHIP(S)**

1. Member of Malaysian English Language Teaching Association MELTA
2. Perwira Toastmasters Club

### **REFEREES**

Available upon Request