

# RIZWAN SHOUKAT

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## SUMMARY

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English teacher with a bachelor's degree and Level 5 TEFL Certificate (168 hours), which includes additional in-class teaching practice. Specializes in teaching Business English but can teach general English to any age. Native English speaker and fluent in Spanish, Urdu, Hindi, and Punjabi. Enthusiastic and extroverted individual with a passion to work with adults and children.

## PROFESSIONAL EXPERIENCE

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03/2022 – Present	<b>Private English Teacher</b> <i>Self-Employed</i> <ul style="list-style-type: none"><li>- Observe and evaluate students' work to determine progress and make suggestions for improvement</li><li>- Keeping accurate and organized records of the specific objectives and aims of each lesson to meet all CEFR requirements</li><li>- Prepare and administer written, oral, and performance tests for students seeking to pass IELTS or TOEFL exams</li><li>- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests</li></ul>
05/2021 – 09/2021	<b>Environmental Engineering Intern</b> <i>Savage Arms Canada</i> <ul style="list-style-type: none"><li>- Provided technical support for environmental remediation, including ventilation system design or determination of regulatory applicability in accordance with O. Reg. 419/15</li><li>- Developed proposed project objectives and targets and report to management on progress in attaining them</li><li>- Updated and implemented air contaminant control methods throughout the facility, including retrofitting current machines and installing new technology</li><li>- Prepared, reviewed, or updated ESDM air quality or recommendation reports which involved budget implementations and forecasts</li></ul>
06/2019 – 09/2019	<b>Technical Trainee</b> <i>City of Toronto, Toronto Water</i> <ul style="list-style-type: none"><li>- Assisted senior management team in investigating engineering reports related to stormwater operations across Toronto</li><li>- Analyzed defective assets by utilization of GIS data in HANSEN and created corresponding maintenance service orders</li><li>- Researched and presented data to upper management on oil-and-grit separators and fire hydrants across Toronto in accordance with Toronto Fire Code</li><li>- Studied site data of environmental conditions and prepared a recommendation report for restoration plans of retention pond incapacitated by beaver dams</li></ul>

04/2017 – 08/2018	<b>Project Coordinator – Non-profit</b> <i>GTA Northwest Community and Health Services Inc.</i> <ul style="list-style-type: none"> <li>- Identified project needs such as resources, staff, or finances by reviewing project objectives and schedules</li> <li>- Spearheaded the revamping of the organization’s marketing materials and professional communications</li> <li>- Created and finalized all organization contracts including services agreements, site inspections, volunteer administration, and vendor agreements</li> <li>- Successfully procured funds through exceptional municipal grant applications for each fiscal year</li> <li>- Developed and facilitated weekly workshops in conjunction with local skilled trades businesses to bolster local community employment rate</li> <li>- Supported the management of 40+ volunteers via ongoing recruitment, training, scheduling, on-site supervision, and orchestration of third-party fundraisers</li> </ul>
04/2015 – 04/2016	<b>Sales and Marketing Specialist</b> <i>Down Under Bedding and Mattress</i> <ul style="list-style-type: none"> <li>- Suggested a new marketing tactic to persuade customers browsing online to complete the sale, resulting in positive company reviews</li> <li>- Selected and streamlined popular products based on analysis of consumption and sales, resulting in superior selection for guests</li> <li>- Worked as the head photographer at the Canadian Furniture Show to position the company in a strategic advantage by displaying products before other competition</li> <li>- Built loyal clientele through exceptional customer service and testimonials</li> </ul>

## EDUCATION

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07/2021 – 03/2022	<b>LEVEL 5 TEFL DIPLOMA (168 hours), <i>The TEFL Academy</i></b> 20-hour Classroom Teaching Practice 148-Hour Online Level 5 TEFL & Grammar Course
03/2022 – 04/2022	<b>BUSINESS ENGLISH SPECIALIZATION, <i>The TEFL Academy</i></b> 30-hour Teaching Business English Course
07/2015 – 04/2020	<b>BACHELOR OF ENGINEERING (Honours), <i>University of Guelph, Canada</i></b> <b>Major: Environmental Engineering</b>

## SOFTWARE KNOWLEDGE

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- Zoom, Blackboard, Skype, Quizlet, GitHub, Prezi, Google Meet
- Adobe Suite (Photoshop, Illustrator, Acrobat), Microsoft Office Suite (Teams, OneDrive, Outlook, PowerPoint, Word, Excel, Publisher)

## LANGUAGES

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- Fluent: English, Spanish, Urdu, Hindi, and Punjabi