



# LUBNA IJAZ

Throughout my eight years in educational and NGO settings, the arts have remained my steadfast companion. Every role, whether focused on teaching, event coordination, or administration, has been painted with creativity—from spearheading arts events, decorating interiors, to embedding arts in the curriculum. My multifaceted journey is a testament to a deep-rooted passion for the arts.

## EDUCATION

### M. SC. ANTHROPOLOGY

Quaid-e-Azam University,  
Islamabad, Pakistan  
1996-1998

### B. A. PSYCHOLOGY

Islamabad College for Girls F/6,  
Islamabad, Pakistan  
1994-1996

### F. A. FINE ARTS

Pakistan Embassy School,  
Jeddah, Saudi Arabia  
1992-1994

## CONTACT

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## EXPERIENCE

### TEACHER/LEVEL COORDINATOR

Sep 2013 - Present

Beaconhouse School System / Islamabad

Educated 80-90 students daily in Pakistan Studies, History, and Geography. Played a pivotal role as Level Coordinator, Subject Lead, and member of both the Exam Committee and Event Management

#### Key responsibilities:

- Instructed grade 7, 8 and O'level students in Pakistan Studies, History and Geography.
- Managed and recorded monthly assessments, lesson plans, and coordination meetings. Facilitated lesson planning and academic coordination for assigned levels.
- Mentored teachers for grades 6-8 in lesson planning and interactive teaching strategies. Shared a range of subject resources such as maps, videos, and PowerPoint presentations.
- Ensured organized, and efficient exam conductance. Managed duties for invigilators and ensured the availability of essential resources.
- Handled purchase and organization of events décor. Managed venue decoration and ambiance and coordinated event-specific needs like bouquets.

### ART TEACHER/EVENT MANAGER

Nov 2010 - Sep 2013

Apple the Grooming School / Islamabad

Managed grade 7 as class teacher, taught diverse subjects, and oversaw the school library. Enhanced school ambiance through bulletin board and interior designs, engaged in art and craft activities with students.

#### Key responsibilities:

- As a class teacher for grade 7 I educated 40-50 students in History, Geography, Islamiyat, and Science. Provided a constructive learning environment and maintained discipline.
- Conducted art and craft sessions with kindergarten students. Incorporated various art techniques and materials to foster creativity.
- Administered the school library and ensured the availability of resource material for teachers. Tracked issuance and return of library books.
- Designed and decorated school corridors and bulletin boards for special occasions like Independence Day and Global Dignity Day.

## PERSONAL BIO

An ambitious and persistent individual with a strong goal-oriented mindset. Proficient in achieving objectives both independently and through collaborative teamwork, I possess exemplary written and verbal communication skills. My ability to engage with a diverse range of individuals is a testament to my interpersonal prowess. Additionally, I am fluent in both English and Urdu, further enhancing my communicative

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## EXPERIENCES CONT.

### JPO-Monitoring, Interior Designer

Aug 2008 – June 2009

National Rural Support Program / Islamabad

Primarily responsible for drafting End of Project (EOP) Reports and overseeing project evaluations. Engages in field visits to verify data and assess project accomplishments.

#### Key responsibilities:

- Drafted comprehensive EOP reports for various regional projects. Authored and assessed case studies, ensuring accurate representation of outcomes. Compiled Monthly Progress Reports to keep stakeholders updated.
- Undertook field tours for firsthand data verification and analysis. Evaluated project achievements and real-world impact against established benchmarks.
- Assisted disabled individuals, ensuring they received appropriate support. Prepared regular Weekly, Monthly, and overall Project reports. Created and examined case studies to document specific outcomes and narratives.

### Art Teacher/Senior Coordinator

Feb 2003 – May 2006

Learners 'The School' / Mirpur, A.J.K

Spearheaded arts & craft instruction played an integral role in the school's interior decoration, and managed key school events.

#### Key responsibilities:

- Educated 30-40 students from grades 4 through 7 in arts and crafts. Utilized materials such as crepe paper and paints to foster creativity and skill development.
- Designed and painted thematic murals, including unique pieces like "space" and "coral reef", aligned with school curriculum needs in addition to student artwork displays.
- Coordinated various school functions, such as Parent-Teacher Associations, interclass competitions, and variety shows. Orchestrated student tableau performances, from rehearsals to on-stage execution.

### Teacher

Aug 2001 – May 2002

Bahria Foundation School / Islamabad

Instructed English and Science to junior students while actively participating in ambiance enhancement of the school through regularly updated bulletin boards.

### Arts Teacher

May 1998 – July 1998

Colors of Islam / Islamabad

Lead the school's interior decoration and organized various arts related initiatives for promoting creativity in students.