

# RASHEEDA FORBES RILEY

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## Profile

Over 15 years of global experience as an educational administrator, curriculum developer and creative writer that works independently and collaboratively in various settings. My teaching philosophy is to capture student-centred learning to give both educators and learners pathways to excellence and empowerment. I am seeking a position that allows me to leverage my wealth of international experience while aiding in the development of sustainability, education, migration, and well-being in our current context.

## Highlights of Qualifications

- E-Learning Delivery
- Global Experience
- Proficient in HTML
- Curriculum Development
- Interpersonal skills
- Planning and Management
- Leadership
- Programming
- Solutions Focused

## Education

### **University of Toronto – Ontario Institute for Studies in Education, June 2020**

*Master of Education in Adult Education and Community Development Specializing in Comparative International Development Education (CIDE)*

### **International English Language Testing System (IELTS) Teacher Training, April 2014**

*Trained to teach listening, speaking, reading, and writing preparation*

### **International TEFL and TESOL Training Certification (ITTT), October 2010**

*120 hours TEFL training for teaching English as a second language*

### **York University, April 2006**

*Bachelor of Arts in Humanities*

## Community and Volunteer Experience

### **CIDE Student's Association**

September 2018-January 2020, Toronto, ON

- Communications and events coordinator for the Comparative International Development Education Student Association at the University of Toronto - OISE.

### **University of Toronto Graduate Student Union**

September 2018-Present, Toronto, ON

- Vice President of Event Planning and Management for University of Toronto Graduate Student Union's Race and Ethnicity Caucus. Founder of the REC-ing Ball frosh event and REC-Amend Mental Health Symposium for graduate students at U of T.

### **Global Ideas Institute**

October 2018-April 2019, Toronto, ON

- Mentoring high school students and helping them prepare for presentations around the global awareness of plastic waste. Annual project sponsored and directed by the Munk School of Global Affairs at the University of Toronto.

### **UNESCO International Jazz Day**

April 30, 2013/2014, Riyadh, KSA

- Directed events to celebrate jazz music at the US Embassy in the Diplomatic Quarter in Riyadh, Saudi Arabia. The purpose was to build workshops and gatherings around International Jazz Day that promotes peace and goodwill through music and inspirational performances.

# Employment Experience

## **English Lecturer - University of Technology & Applied Sciences**

March 2020 – August, 2022, Sur, Oman

- English teaching for the specific purposes of language acquisition classes to transitional and first year university students, ages 18-25 years of age
- Deployment of online lessons through Google Suite, MS Teams, Blackboard and Zoom
- Curriculum development and exploration through online media platforms
- Examination Invigilator, assessment administration and development

## **Part-time Cafe/Catering Assistant - Eadrey Gourmet Foods LTD**

April 2019 - January 2020, Toronto, Canada

- Fielded client inquires and orders
- Organized deliveries and pick-up of foods and supplies with distributors and various client stakeholders
- Maintained brick and mortar storefront property and accessibilities

## **Graduate Assistant - University of Toronto**

September 2019 – January 2020, Toronto, Canada

- Planning for Bissell-Heyd Fellowship in the department of Leadership, Higher and Adult Education
- Budgeted and booked flights and event spaces, coordinated invitations and bios
- Created communications for conference material
- Grading and tutoring in the English, math and science transitional year program
- Teacher support

## **New Accounts Administrator - Richardson GMP**

June 2017 – August 2018, Toronto, Canada

- Planning office social events
- Updated and documented RRSP, RRIF, TFSA and other wealth management accounts
- Scheduled one-time and recurring banking events Office budget management
- Supported through anti-money laundering education initiatives

## **English Copywriter and Editor - MSLR Group fka Leocomm PR**

April 2013 – June 2014, Riyadh, Saudi Arabia

- Managed brand identity for automotive market release
- Charted their influence in the Middle Eastern market
- Wrote and designed communications for government led programs
- Introduced targeted KPI measurements

## **Teacher - Princess Noura University**

August 2012 – April 2013, Riyadh, Saudi Arabia

- English teacher for the specific purposes of language acquisition classes to transitional and first year university students, ages 18-25 years of age
- Counselling young women through first year university
- Created supplementary curriculum to support student accessibility needs
- Examination Invigilator, assessment administration and development

## **Teacher - Seoul Metropolitan Office of Education**

July 2009 – June 2011, Seoul, South Korea

- English teacher at Young-Wha Elementary School
- Lesson planning and delivery, through pedagogy exploration
- Presentations and interactive lessons using smart board technology
- Summer/Winter camp planning for students ages 4-13 years old or junior kindergarten to Grade 8