

SYEDA RIJA RIZVI

SLS Montessori and School

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Ajman



EXPERIENCE

SLS Montessori and School

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- 09/2022 - 09/2023 Rawalpindi, Pakistan
- Developed comprehensive lesson plans focusing on basic grammatical principles, resulting in the creation of interactive classroom activities for more than eight different classes throughout the academic year.
- The focus was on grammatical features related to syntax, structure, essay writing, letter writing etc

Transcriber and Quality Assurance Manager

Dafpak

- 03/2021 - 09/2023 Pakistan
- Converted audio recordings from field interviews into written transcripts for more than 80 participants; these detailed records enabled enhanced understanding of barriers to accessing essential medical services in underserved communities.
- Supported awareness efforts regarding family planning services and collected feedback from recipients of these services
- Transcribed interviews with individuals affected by HIV/AIDS to evaluate treatment awareness and feedback
- Supervised transcription assignments and monitored transcriber performance as a Quality Assurance Manager
- Ensured high-quality transcription and interview recordings through collaboration with interviewers
- Maintained and managed project data, including data entry for analysis
- Proofread projects focusing on agricultural practices and challenges faced by farmers, ensuring clarity and accuracy

Content Writer and SEO Specialist

HowtoDiscuss.com

- 08/2019 - 09/2020 Remote
- Created SEO-optimized articles to improve website rankings and engagement

Volunteer Experience

SPELT Conference

- 01/2019 - 01/2019 Islamabad, Pakistan
- Managed logistics and ensured smooth execution of conference activities

Assisted in organizing events

FACE Pakistan

- 01/2016 - 12/2016 Islamabad, Pakistan

EDUCATION

MPhil

National University of Modern Languages

- 01/2021 - 01/2024 Rawalpindi, Pakistan
- Master of Philosophy in English Literature

SUMMARY

Versatile professional with expertise in teaching, writing, accurate transcriptions, quality assurance, and SEO. Proven track record in crafting engaging content, imparting data management skills, and optimizing online presence. Adaptable and results-driven, eager to contribute skills to new opportunities.

KEY ACHIEVEMENTS

- SEO Traffic Boost**
Increased website traffic by 30% using SEO strategies.
- Transcription Team Leader**
Managed transcription team, improving accuracy by 25%.
- High Volume Transcription**
Transcribed 1,500+ interviews with 99% accuracy.
- Successful Conference Organizer**
Organized conference attended by 300 participants.

LANGUAGES

English
Advanced



SKILLS

Data Entry | DRM | Quality Assurance

SEO

EDUCATION

Bachelor's of Science in English Literature and Linguistics

Foundation University

📅 01/2017 - 01/2021 📍 Rawalpindi, Pakistan

PUBLICATIONS

Textual Analysis of Danai Gurira's Play "Eclipsed" from the lens of Existentialist Feminist Theory

Journal of Academic Research for Humanities

Syeda Rija Rizvi/Dr. Ismail Abbasi

📅 10/2023

🔗 <https://jar.bwo-researches.com/index.php/jarh/article/view/145>

This research examines women's suffrage and oppression during wartime through Danai Gurira's play *Eclipsed* (2016), using Simone de Beauvoir's Existentialist Feminism from *The Second Sex* (2011). By employing Bauer's textual analysis methodology, it highlights gender inequalities and the marginalization of Liberian women in patriarchal societies. The study sheds light on the overlooked struggles of black women and their fight for basic rights.