

Dr. Mahima Singh

Qualifications:

Served as the **English Language Fellow** for The **United States of America, Department of State's** English Language Programs in **Vietnam at Ho Chi Minh City University, Duong Nai University, Da Nang University, and Tran Dao American High School for the Gifted.**

Over 25 years of online and onground teaching and training experience at public and private high schools, institutions, colleges, and universities in the **USA, China, Mexico, Brazil, Vietnam, Bangladesh, Sultanate of Oman, and India.**

Teaching experience of ESL, EAP, EFL, ESP, and IELTS- based English courses at all levels- beginning, intermediate, and advanced. Excellent administrative and customer service skills acquired over the years in various positions in the public and private sectors and educational institutions in the USA. Experience in curriculum and instructional design, academic content and assessment development and content review.

Strong skills in teaching online using various online platforms such as Google Classroom, MOODLE, eCollege, Blackboard, Angel, ZOOM, MEET, and MS TEAMS, etc. Teaching and training for various competitive and admission tests such as IELTS, TOEFL, GMAT, SAT, ACT, CTET, TET, CUET, UGC NET, etc.

Experience in student academic advising, counseling, mentoring, and coaching skills and experience in the higher education field as Professional and Academic Coach and Advisor. Certified, trained, qualified, and experienced professional development trainer in the higher education and public sector field.

Education:

1. BA/MA/PH.D. in English Literature, India.
2. MA in Linguistics, Leeds University, UK.
3. M.Sc. in Computer Information Systems Management, USA.
4. MBA in Global Management, USA.

Certifications:

1. **Certified Trainer- USA Dept. of State** for the English Language Trainers, English Language Programs. Train the Trainers. **USA.**
2. **Certified Academic Tutor**, College Reading and Learning Association, **USA.**
3. **CELTA Certification**, Cambridge University Assessment, San Diego, **USA.**
4. **TESOL/TESL/TEFL Certification**, Oxford Seminars, **USA.**
5. **Leadership Academy 2010**. Las Vegas Chamber of Commerce. **USA.**
6. **Certified Mediator**, LV Neighborhood Justice Center, Las Vegas, **USA.**
7. **Certified Facilitator**, The Urban Group. **USA.**
8. **Certified Human Resource Management (HRM)**, UNLV, **USA.**
9. **Certified Trainer of the Trainers**, American Society for Training & Development. Train the Trainer. **USA.**

Experience:

- **English/ESL/Literature Teaching, Academic Advising & Counseling** at various public and private institutes, colleges, and universities in the **USA**:
 - DeVry University, USA.
 - College of Southern Nevada, USA.
 - Dept. of Tutorial Services, CSN, USA.
 - Nevada State College, USA.
 - ITT Technical Institute, USA.
 - ELS, Inc., USA.
 - International Academy for English, USA.
 - CALL Program, Clark County Library District, USA.
 - Federal Govt. Program- English for Workforce Readiness of Immigrants, USA.
 - Federal Govt. Program- English and American Culture for American Citizenship exam, USA.
 - Ministry/Dept. of Workforce & Economic Development, CSN, USA.
- **Assistant Professor**, English. University of Patanjali, India. (Dec. 2021 – current)
- **English Language Fellow**. Appointed by the English Language Programs of the **US Dept. of State, USA, in Vietnam**.
 - Ho Chi Minh City Open University, Vietnam.
 - Da Nang University, Vietnam.
 - Dong Nai University, Vietnam.
 - Tran Dao American High School for the Gifted, Vietnam.
- **PGT/English Language Teacher**. International High School, Delhi, **India.**
- **Senior English Teaching/Training**. Asian University for Women, **Bangladesh.**

- **English Language Teaching/Training.** University of Villahermosa, **Mexico.**
- **English Language Teaching/ Training.** Santa Cruz Du Sol University, **Brazil.**
- **English Lecturer.** ACT University/College of Technology, Ministry of Education and Manpower, **Sultanate of Oman.**
- **Foreign Expert/English Language Teaching,** Nanjing University, Taizhou College of Education, **China.**
- **ESL Teaching/Training,** Dept. of Workforce & Economic Development, **USA.**
- **ESL Teaching/Training,** CALL Program, Clark County Library District, **USA.**
- **English Language and Literature Teaching,** DeVry University, **USA.**
- **English language, Technical English, Business English Teaching,** ITT Technical Institute, **USA.**
- **English Teaching/Training.** Various public and private institutions, colleges, and universities, **USA.**

Administrative Experience:

TOEFL Test Center Administrator, USA.

Certified and Trained by Educational Testing Services- **ETS, USA.**

Administered, proctored, and managed TOEFL English Language tests at ETS certified and accredited TOEFL testing center, trained new TOEFL Administrators and Proctors on Educational Testing Services (ETS) test policies, procedures.

MGM International Inc., CityCenter Hotel & Casino, Las Vegas, USA.

- HR Career Advisor/Recruitment Coordinator, HR Dept.
- International Marketing Coordinator, International Marketing Dept.
- Admin Assistant, Dept. of Security & Surveillance.

Assisted with HR recruitment/functions for CityCenter Casino and Hotel projects, Customer service, marketing of CityCenter hotel property, and property security and customer service.

City Government, City of Las Vegas, HR Dept., USA.

- HR Dept. Admin/Personnel Analyst II- Employee Training

Trained all city employees in city departments- Mayor's Office, City Manager's Office, Fire Dept., Police Dept., Public Works Dept., Prison Corrections Dept., HR Dept., City Justice Courts, IT Dept., etc. on city HR policies and procedures, leadership skills, etc. Facilitated various department level trainings on department specific needs such as customer service, mediation, facilitations, conflict resolution, performance reviews, leadership skills, etc.