**Jabinda Silva Lobo**

Manchester M6 8QR,

Phone No: +44 7436227059

Email: jabs.lobo@gmail.com,

Enthusiastic, dedicated excellent interpersonal skills and motivated Biology Lecturer. Always committed to working as a part of a team in a fast-paced environment. Pays specific attention to detail, with the closure of tasks in a timely manner and having an approachable, engaging and friendly attitude. Maintains continuous communication, which helps me to build relationships and network with students, parents and colleagues at work.

**Work Experience:**

**Biology/ Science Tutor/ Teacher (Part Time) Berlitz, International Business College Manchester.**

[**https://www.berlitzmanchester.com**](https://www.berlitzmanchester.com)

**January 2021**

**Job Responsibilities:**

* Passionately delivering Human Anatomy and Physiology (Biology) lectures to students of Level 3 (age group 16-20 years) International Foundation Diploma for Higher Education Studies.
* Proficiently conducting tutorials and assessments of the students.
* Consistently planning activities through lesson plans.
* Efficiently supervising assignments and presentations of the students.
* Effectively providing feedback on the individual students conduct, development and progression according to the institution policy.
* Proactively monitoring the student attendance and keeping up-to-date records of the students and provide reports and progress review as appropriate.
* Actively contributed to the development of the curriculum.
* Strongly following all policies to maintain the quality assurance of the institution.
* Diligently maintaining the compliance of the institution by record keeping.
* Firmly following the academic policies and procedures especially those relating to child protection, safeguarding, health and safety.
* Proactively complying with the quality improvement procedures by taking part in the observation process.
* Actively participating and supporting the team to improve student learning.

**Catering Assistant, (Part Time) John Lewis, Trafford Centre**

<https://www.johnlewis.com>

**May 2021**

**Job Responsibilities:**

* Delivering outstanding level of customer service.
* Enthusiastically taking orders and preparing beverages.
* Diligently maintaining the hygiene of the service areas.
* Efficiently checking the temperature of Hot and Cold food.
* Strongly following the health and safety regulations according to the company policies.

**Microbiology Technician, University of Salford, Salford.**

[**https://www.salford.ac.uk**](https://www.salford.ac.uk)

**May 2021 to June 2021.**

**Job Responsibilities:**

* Successfully carried out Bacterial Plasmid DNA extraction, restriction digestion and electrophoresis.
* Efficiently and independently performed the PCR test.
* Responsibly handled instruments like PCR Thermal cycler, G-Box Trans illuminator, Megafuge 16 centriguge, incubator shaker and Nanodrop one.
* Confidently sub-cultured adherent cell lines.
* Diligently grown and monitored *C.elegans* on S medium.
* Strongly following the good laboratory practices relating to Health and Safety in the laboratory.
* Successfully prepared chemicals, buffers, biological reagents and media following the standard protocols.
* Efficiently handled microorganisms aseptically.
* Diligently following the safety requirements applicable to the handling and disposal of biological/microbiological waste.

**Lecturer of Science/Biology/Microbiology Department of Microbiology, Wilson College, Mumbai, India.**

[**https://www.wilsoncollege.edu**](https://www.wilsoncollege.edu)

**June 2019 – May 2020**

**Job Responsibilities:**

* Demonstrated passion in delivering high quality teaching in Microbiology/Biology to Bachelor of Science students. (126 pupils per year, 20 hours per week, age group 18-20 years)
* Energetically had an adaptable approach to teaching varied subjects and showed flexibility with students responding to different abilities, needs and interests.
* Successfully utilized a variety of teaching delivery methods like ICT tools to stimulate and enhance learning.
* Constantly ensured that a self-study was set and monitored.
* Consistently motivated, inspired, challenged and supported individual student or small groups to facilitate learning through tutorials and remedial classes.
* Significantly liaised with the colleagues and supported student academic progress, and strengthened emotional development of a student.
* Provided assessments, reports and references to student.
* Independently supervised students on visits, trips and other academic activities.
* Actively and patiently paid attention to student’s queries and efficiently handled complaints.
* Meticulously maintained a good standard of discipline and student behavior through well-focused teaching and implementing the academy’s behavior policy.
* Responsibly conducted and contributed to the invigilation of examinations.
* Attended meetings and carried out routine administrative tasks and duties.
* Progressively participated in staff training by participating in 10 training and professional development programs.
* Effectively communicated and fostered positive relationships with the parents of students and participated in the Parent Teacher Meeting.
* Diligently followed the college policies and adhered to, safeguarding, health and safety guidelines.
* Collaborated with the faculty team (10 members) and successfully directed, executed, hosted Annual Intercollegiate Biosciences Symposium ‘Bio Mosaic’ (200 pupils participated)
* Took initiative to organize and contributed to Intercollegiate Fest “OLE” (2000 pupils participated).
* Worked jointly with a team of 08 members, structured, designed, coordinated and conducted 73 webinars on career preparation, career opportunities and life skills for 40 students from Arts, Science and Business Streams.
* Efficiently mentored and coached 05 junior colleagues.
* Ensured internal documentation like record keeping was maintained effectively to improve the quality standards of the institution.
* Dealt efficiently with any problems or emergencies according to the institution policies and procedures.
* Enthusiastically undertaken any other duties as requested by the Principal.

**Teacher Biology/Science/English J J Girl’s High School,** Mumbai, India.

**November 2017 – April 2018**

**Job Responsibilities:**

* Zealously delivered lectures in Biology and English to high school students (Standard V to Standard X, 200 students)
* Adhered strongly to the, safeguarding, health and safety guidelines and institution policies.

**Lecture of Science/ Microbiology/Biology and Co-ordinator, S.N.D.T Women’s**

**University,** Mumbai India.

**https://sndt.ac.in**

**July 2010 to February 2014**.

**Job Responsibilities:**

* Enthusiastically taught Bachelor of Science students (360 pupils) and other students of varied courses like Bachelor of Clinical Laboratory Science, Master of Clinical Laboratory Science, Post Graduate in Medical Laboratory Science and Bachelor in Pharmacy.
* Effectively administered various activities of the department and ensured that the course designed was delivered to the University’s policies, standards, regulations and procedures.
* Successfully contributed to the marketing strategy of the University by promoting and publicizing the course in other universities, colleges and employers.
* Actively took initiative and participated in student admission, enrolment, and induction activities.
* Enthusiastically supported learners by taking one to one tutorials, career guidance and counselling sessions.
* Liaised and supported the Board of Members for course and curriculum development.
* Responsibly took assessment of students as requested by external examination bodies, departmental and academic procedures.
* Meticulously maintained records, registers, reports and other course data/ correspondence for the accreditation process.
* Successfully assisted in the development of marking schemes.
* Effectively recruited (06) junior staff and responsibly coached them.
* Strongly followed the safeguarding, health and safety guidelines and institution policies.

**Teacher Science/Biology Government Higher Secondary School**, Goa, India.

**June 2009-December 2009**

**Drug Safety Associate, IQVIA,** Bangalore, India.

**September 2008-March 2009**

**Educational Qualification:**

**Master of Science in Microbiology UK NARIC RQF Level 7**

**June 2006 - April 2008**

First Class, St. Joseph’s College of Arts &Science, (NACC Grade “A++”) Bengaluru, India.

**Bachelor of Science in Microbiology UK NARIC RQF Level 6**

**June 2001- April 200**

First Class, St Xavier's College, (NAAC Grade “A”) University of Goa, India.

**Higher Secondary School Certificate (Science Stream) UK NARIC RQF Level 3**

**June 1999 - April 2001**

First Class, Carmel Higher Secondary School**,** Goa Board of Secondary and Higher Secondary Education, India.

**Secondary School Certificate Examination UK NARIC RQF Level 1**

**June 1994 - April 1999**

First Class, Regina Martyrum High SchoolGoa Board of Secondary and Higher Secondary Education, India.

**Computer Skills**

 MS Office Suite

**Personal Details**

* **Nationality**: Portuguesa
* **Languages known:** English
* **With enhanced DBS certificate with update service.**
* **Have the right to work in the UK.**