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# HALIZA BINTI KASSIM

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## PROFESSIONAL SUMMARY

Student-centered educator with solid background in post-secondary environments. Teach students in Analytical Instrumentation Analysis and Separation Science from basic undergraduate to advanced courses. Well-versed in course planning, research oversight and student mentoring.

Talented educator and supervisor, offering expertise in building future experts in Analytical Instrumentation in Chemistry Application and field with thought-provoking instruction. Expand student knowledge through lectures, group projects and lively discussions. Stay at forefront of field with continuous professional development.

Talented administrator and team member, skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

## SKILLS

- Student evaluation
- Examination administration
- Course development
- Lesson planning

## EXPERIENCE

July 1992 - Current

Senior Lecturer

University Technology MARA | Shah Alam, Selangor, Malaysia

- Assisted struggling students with extra support and targeted assistance in subjects of Instrumental analysis.
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- Helped senior students explore deep concepts in Instrumental Analysis and Analytical Chemistry.
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- Mentor students completing research into topics such as
  1. Investigating possible contaminations of Heavy metals in various types of samples
  2. Method Development in Atomic Absorption Spectroscopy (Flame and Graphite Furnace ) and Inductively coupled Plasma for analysis of metals
  3. Determination of Fatty acids in Biodiesel samples
  4. Determination of Aromatic in perfumes, Fragments, Air fresheners using GCMS

- 5. Determination Heavy Metals in Cosmetics by AAS, Mercury Analyzer and ICPAES
- 6. investigating effectiveness of Analytical Separation of various samples using GCFID and HPLCDAD
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- Promoted learning-focused environment encouraging student participation and involvement.
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- Assessed students' progress by grading assignments, papers, and exams.
- Taught over 100 students per semester in courses such as Introduction to Instrumental Analysis, Analytical Separation Methods and Spectroscopic Methods of Analysis.
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- Encouraged students to investigate further and develop expertise through individual and group projects in their senior year.
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- Developed instructional plans for courses in adherence to college and departmental standards
- - MQA external Auditor for UiTM,-
- - Auditor for external review with InQA
- -Head of Internal audit team Faculty of Applied Sciences and Internal Auditor .
- Member of Program Review and development of New Program
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- Expanded horizons of undergraduate students with thought-provoking lectures and discussions.
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- Oversaw basic and advanced laboratory activities in Analytical Instrumental Analysis.
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- Developed solid relationships with staff, customers, and vendors.
- - through experience as Program Head
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- Troubleshoot problems and developed successful solutions in several research groups. (Analytical Instrumental Analysis and Advanced Education)
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- Worked effectively with diverse team to accomplish daily objectives

and meet long-term goals of The Faculty of Applied Sciences as member of Faculty MQA representative in developing New Curriculum and Programs

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January 1987 - June 1992

#### Science Teacher

MARA Junior Science College | Terendak, Sungai Udang, Melaka, Malaysia

- Helped students integrate into classroom environments by establishing routines, procedures, and practices.
- Encouraged students' enthusiasm and development of good study habits for life-long learning.
- Improved student success by working closely with colleagues to build support networks and cohesive educational strategies.
- Assessed student progress through routine quizzes and examinations, as well as mandated tests.
- Affirmed students' potential and assessed abilities with clear expectations, plans, and assessment strategies.
- Created integrated curricular activities with comprehensive educational focus, including lectures, activities, and special projects.
- Developed lesson plans incorporating multimedia approaches and diverse instructional techniques to interest students and promote learning.
- Met needs of students with different ability levels by effectively developing, selecting, and modifying instructional plans.
- Maintained detailed records of students' participation, grades, and attendance.
- Enhanced learning through development and skilled management of different field trips and extracurricular educational opportunities.
- Presented subject matter in full compliance with state and local district guidelines.
- Met course requirements consistently by following outlines for lesson plans and assignments.
- Taught students methods for collecting and analyzing scientific data.
- Encouraged students to explore topics like Analytical Chemistry, Organic Chemistry and Basic Chemistry through classroom lectures, homework assignments, and group projects.
- Upheld rigorous scientific standards consistently and taught students how to maintain same level of professionalism and attention to detail.
- Helped students understand and pursue career options based on individual strengths and interests.

## EDUCATION

Master of Science Degree in Analytical Chemistry

Western Illinois University, Macomb, Illinois, USA

- School of Sciences (Chemistry and Mathematics)
- Bachelors Degree in Chemistry with Minor in Math. Program accredited with American Chemical Society
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- University of Technology Malaysia, : Certificate of Education.