

HAJIRA SULTANA

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SUMMARY OF QUALIFICATIONS:

- Known for creative problem-solving abilities, utilizing diverse knowledge in technology and management to address complex challenges and drive continuous improvement.
- Skilled in multiple programming languages and web development technologies, including Java, Python, C/C++, HTML/CSS, and JavaScript, alongside experience with various frameworks and developer tools.
- Demonstrated ability in driving marketing strategies and community engagement as a Community Manager and Marketing Intern, resulting in increased brand visibility, customer engagement, and partnership development.
- Excelled in guiding startups from ideation to market fit as part of the Executive Team at EdVenture Park Incubation Foundation, showcasing strong project management, strategic planning, and entrepreneurial mentoring skills.
- Proven track record as COO and Co-founder of AlphaEd, where I spearheaded operations, leading to significant business growth and operational efficiencies.
- Proficient in multiple languages for effective communication, both in technical environments and cross-functional team collaboration.

TECHNICAL EXPERTISE:

CERTIFICATIONS:

- Cybersecurity Education by RangeForce, Postman API Fundamental student expert, MongoDB Certification, Google Ads Measurement Certificate, Google Ads Search Certificate, Google Ads Apps Certificate, Shopping Ads Certificate, Google Ads Display Certificate, Google Ads Video Certificate.

OPERATING SYSTEMS:

- Windows, Linux, iOS, cloud computing environments, VirtualBox.

LANGUAGES:

- Java, Python, C/C++, MySQL, PL/SQL, JavaScript, HTML/CSS, DOM.

FRAMEWORKS/LIBRARIES:

- Angular, NodeJS, OpenAI GPT, JUnit Testing.

APPLICATIONS:

- Microsoft Office, Photoshop, Adobe CS5, Kali Linux, Wireshark Microsoft Project, Google Docs, Canva, Google Sheets

DEVELOPER TOOLS:

- Git/Github, VS Code, IntelliJ, Eclipse, Arduino IDE, Postman, MongoDB, Figma, Framer.

EDUCATION:

Master of Science

Lewis University, Romeoville, IL
Concentration: **Cybersecurity**

Expected: May 2025

GPA: 3.8/4.0

Bachelor of Science

Jawaharlal Nehru Technological University, Hyd, India
Majors: Electronics and Communication Engineering.
Graduated with honors

Aug 2022

PROFESSIONAL EXPERIENCE:

Graduate Assistant in Registrar Office

Lewis University, Romeoville, IL

October 2023 – Present

- Successfully operates within the organizational framework of the U.S.-based institution, leveraging skills in software applications like Banner and Service Desk for essential administrative functions.

- Utilized advanced proficiency in administrative software such as Banner for tasks like class adjustments, grade changes, course additions, new course setups, and course deletions.
- Managed diverse responsibilities including service desk operations, transcript printing (Prachment.com), and diploma mailing to ensure smooth administrative processes.
- Contributed to the successful execution of commencement events, demonstrating a commitment to facilitating seamless processes.
- Engaged in effective communication and problem-solving by navigating software tools like Banner, Service Desk, and Prachments for tasks such as transcript printing.
- Implemented imaging processes using Application Xtender to digitize and organize documents, enhancing accessibility and efficiency in document management aligning with U.S. organizational standards.

Co-Founder and COO, AlphaED.in

Sep 2020 – Aug 2022

Alphaed.in, Hyd, TS, INDIA

- As the COO and Co-Founder at AlphaEd from September 2020 to August 2022, Played a pivotal role in managing and enhancing the organization's operations. This encompassed the day-to-day activities, ensuring seamless operations, and providing effective leadership to the team.
- Successfully developed a promotional website, conducted boot camps, and expanded service offerings, highlighting a diverse skill set and a strong commitment to education and innovation

Executive Team

Dec 2020 – Present

EdVenture Park Incubation Foundation, Hyd, TS, INDIA

- Proficient in project management, entrepreneurship, and strategic planning, Excel in guiding startups from ideation to product-market fit, offering mentorship, resources, and strategic insights.
- Demonstrating strong work ethic, attention to detail, and a commitment to innovation, Excel in executing tasks and launching successful startup

Community Manager

Mar 2021 – Jan 2024

EdVenture Park Incubation Foundation, Hyd, TS, INDIA

- Proficient in identifying and nurturing partnerships with like-minded organizations, with a focus on collaboration and sponsorship. Skilled in creating outreach strategies and negotiating mutually beneficial sponsorship deals.
- As a social media lead, Managed content creation, user engagement, and performance analysis. This experience highlights my ability to build connections, communicate effectively, and engage with a substantial audience.

DUpost (virtual) Marketing Intern

Oct 2019 – Dec 2020

DUpost, Delhi, INDIA

- As a marketing intern at DU, excelled in customer communication, lead generation, and query resolution. Developed strong communication skills, a deep understanding of customer preferences, a proactive attitude, and effective problem-solving abilities.
- This experience is a valuable asset for a marketing career, highlighting the ability to connect with customers and deliver value through communication and problem-solving.

PROJECTS:

Iftarparty.com: Core Team and Marketing Collaboration head

- Led core team operations as Marketing and Collaboration Head at iftarparty.com. Established partnerships with 20+ Instagram influencers, organized a successful product launch, and engaged with the media, resulting in a remarkable 6-fold increase in sales.
- Proficient in strategic collaboration, event management, influencer marketing, and driving substantial business growth through innovative approaches.

Bright Horizon Institute: Front-End Web Designing Instructor

- Led dynamic remote instruction in front-end web design at Bright Horizon Institute, teaching HTML, CSS, JavaScript, and DOM concepts. Designed a comprehensive curriculum, maintained a favorable instructor-to-student ratio, and used effective remote teaching tools to create an engaging learning environment.

- Proficient in remote instruction, curriculum development, and fostering collaboration in learning. Delivered comprehensive training in front-end web technologies, emphasizing both coding proficiency and design skills.

WEB APPLICATIONS:

- **Tasky Application** Created a Full stack application for managing tasks, which will send automated reminder SMS and reminder Emails. <https://github.com/huda-code/tasky>
- **Treasure Hunt Game Website** Created a game using Dom, Html, and CSS <https://github.com/huda-code/nat/tree/master/Dom/Dom2/treasuregame>
- **Book Management System** Created a Full stack application that will help you to Manage your bookshelf, you can add, edit and delete books. <https://github.com/huda-code/book-management>
- **Progress Management system** Created a Full Stack Application that will automate the process of progress cards at school, and the result cards will be displayed in the form of charts <https://github.com/huda-code/Capstone-Project>

HONORS, ACTIVITIES AND VOLUNTEER EXPERIENCE:

- Volunteer at ICNA foundation - **Dec 2023** -Present, *Chicago,IL,USA*
- Volunteer at Teach For Change - **May 2022 - Dec 2023**, *Hyderabad*
- As a contributor on field at Feeding Humanity - **2022**, *Hyderabad*.
- Instructor for Sahib Futuristic orphanage - **October 2021 - March 2022** , *Hyderabad*.
- Volunteer at Surge Impact Foundation - **June 2020 - August 2020**, *Hyderabad*.

PROFESSIONAL ASSOCIATIONS:

- Member, Google Women Techmakers, **Jan 2023 – Present**

LANGUAGE SKILLS:

- Fluent in English
- Fluent in Hindi
- Semi-fluent in Urdu