

SUMAIYA AKTER MILI

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PERSONAL STATEMENT

Now I am studying Environmental Science at Daffodil International University. Studying environmental science is not just about exploring the complexities of the environment but an opportunity to make a lifetime of difference. Growing up with the implications of ecological problems being at the forefront of the media, the idea of solving these issues sparked my initial idea to study this subject.

WORK EXPERIENCE

Program Associate | SERAC-Bangladesh (1st April 2022- December 30th 2022)

- Create and sustain opportunities for capacity-building for individual Foundation grantees and the Greater Boston nonprofit sector.
- Maintain familiarity with best practices in the fields of organizational effectiveness and nonprofit capacity-building on a local and national level;
- Coordinate various activities for multiple grantmaking initiatives, such as strategy, implementation logistics, internal and external communication, and evaluation.
- Conduct grant proposal due diligence and manage the Nonprofit Effectiveness grantee calendar.
- Prepare various written materials, such as draft correspondence, meeting minutes, talking points, strategy updates, reports, and other related materials, on a timely basis.
- Conduct research for strategy papers and memos, and assist the Program Officer in creating documents for internal and external use.

Club President | BYEI Earth Champions, ESDM, DIU (2021-2022)

- Provides overall leadership and direction to the club organization;
- Establishes short- and long-range objectives and goals in conjunction with the board of directors;
- Coordinates club activities through the board of directors;
- Presides at meetings of the club and its board of directors;
- Structures the organization to ensure continuity by providing opportunities for new leadership to develop.

Volunteer | BYEI (2021-2022)

Working as an organizer volunteer in a National Earth Olympiad 2022 at Bangladesh Youth Environment Initiative.

Volunteer | Eco-Network (2020-2021)

Working as a graphic designer volunteer in Eco-Network organization.

EDUCATION

2020-2024

Daffodil International University| Dhaka, Bangladesh

B.S.C: Environmental Science and Disaster Management

2017-2018

Mirpur Girls Ideal College | Dhaka, Bangladesh

Higher Secondary School Certificate

GPA: 4.00/5.00

2015 – 2017

Mirpur Bangla High School | Dhaka, Bangladesh

Secondary School Certificate (SSC)

GPA: 4.55/5.00

PROFESSIONAL SKILLS

- **Programming Languages:** C, HTML, CSS,
- **Design:** Adobe Photoshop, In design, Adobe lightroom, Adobe Illustrator
- **Microsoft Office:** Word, PowerPoint, Excel
- **Miscellaneous:** Presentation, Communication, Documentation, Team Collaboration,

ACHIEVEMENTS

- **Fellowship | Earth Champions Program, Dhaka, Bangladesh**
Elected for the Earth champions program fellowship 2021.
- **Project Winner | Daffodil International University, Dhaka, Bangladesh**
Became winner in the project at World Environment day Summit 2021 organized by Environmental Science & Disaster Management Department, Daffodil International University.