

# MUNEEB AZFAR NAFEEES

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## SUMMARY

Aspiring computer scientist passionate about technology-driven problem-solving, with a strong foundation in Python programming, project management, and team collaboration. Proven track record in coordinating successful initiatives and leveraging technical and creative skills in editing and digital management. Proficient in Microsoft Office Suite and multimedia tools, recognized for delivering high-quality outcomes through strategic planning and attention to detail. Eager to leverage skills and project experience in a tech-focused internship to drive meaningful contributions and personal growth.

## WORK EXPERIENCE

### Head of Marketing & Graphic Designer, Colby College Recreation Office | Waterville, Maine Oct 2024 - Present

- Lead marketing strategies for wellness and recreation programs, resulting in a 20% increase in student engagement across social media platforms.
- Design and manage graphics for events and campaigns using Canva (Pro) and Adobe Creative Cloud, enhancing the visibility of group fitness and wellness initiatives by 25%.
- Develop a content calendar streamlining the marketing workflow, reducing content delivery times by 30%.
- Collaborate with the Director of Recreation on campaigns for donor presentations, contributing to a 15% increase in donations for recreation initiatives.

### Multimedia Technician, Event Support, Colby College | Waterville, Maine Aug 2024 - Present

- Provide technological and production support for classrooms and event venues, ensuring smooth multimedia presentations and setups.
- Operate projectors, sound systems, and computer equipment, contributing to a 100% success rate in event multimedia coordination.
- Collaborate with faculty and clients to meet their technological needs, improving event satisfaction by 15%.
- Handle multiple tasks under tight deadlines, maintaining operational efficiency in dynamic environments.

### Support Center Assistant, ColbyCard Office, Colby College | Waterville, Maine Aug 2024 - Present

- Provide front-line support for students, staff, and faculty with Colby ID card issues, resolving 95% of inquiries within 24 hours.
- Assist with printing replacement cards and troubleshooting card-related problems, reducing average card replacement time by 20%.
- Manage the ticketing queue to triage incoming issues, ensuring smooth and efficient operations across the office.
- Deliver courteous customer service, leading to a 10% improvement in customer satisfaction based on internal feedback surveys.

### President of Digital Media, Student Council, Cedar College | Karachi, Pakistan Jun 2023 - Apr 2024

- Spearheaded the production of 15+ digital media projects and live event video coverage, resulting in a 40% increase in student engagement across social media platforms and enhancing visibility of campus initiatives.
- Mentored 12 juniors, fostering their skills in leadership, graphic design, video editing, and project management.
- Organized and managed content for social media platforms, increasing engagement by 25%.
- Established a centralized communication platform for five departments using notion, leading to a streamlined process that reduced response times for inter-departmental inquiries by 50%, fostering a culture of transparency and efficiency.

### Video Editor, Hunehar Welfare School (NGO) | Karachi, Pakistan Aug 2022 - Dec 2023

- Pursued video editing as a passion, creating 10+ promotional videos with over 15K views.
- Produced high-quality visual content, increasing their outreach and engagement by 40%.
- Leveraged advanced video editing skills to create compelling narratives, resulting in a 25% boost in community participation.
- Collaborated with marketing and outreach departments to align video content with organizational goals, enhancing overall campaign effectiveness by 30%.

### Co-Founder, My Phone Case | Karachi, Pakistan Oct 2022 - Apr 2023

- Strategized and executed Instagram marketing campaigns, resulting in a 30% increase in sales.
- Conducted market research that identified key consumer trends, leading to the adaptation of business strategies that increased customer engagement by 20% and boosted sales by 15%.
- Managed customer relations, resulting in a boost in customer retention and maintaining a 95% satisfaction rate by ensuring prompt service and delivering high-quality products.
- Led a team through a significant market shift, increasing operational efficiency by 25% by streamlining processes and implementing a new strategy that met evolving market demands

## PROJECTS

### Sentiment Analysis Model

- Skills Used:** Python, Natural Language Processing (NLP), Machine Learning
- Description:** Developed a model trained on 40,000 IMDB reviews to accurately predict review sentiment, showcasing strong proficiency in NLP and data analysis.

### Sherlock Holmes - Themed Chatbot

- Skills Used:** Python, Chatbot Development, Persona Design
- Description:** Developed a chatbot with a Sherlock Holmes persona, incorporating error handling and personalized responses for an enhanced user experience.

### Colby Recreation Marketing Dashboard

- Skills Used:** Notion, Project Management, Team Collaboration
- Description:** Created a task management dashboard to streamline workflows, improving task visibility and efficiency, and fostering team coordination.

## EDUCATION

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| <b>Bachelor of Arts in Computer Science (Concentration in Artificial Intelligence) and Mathematical Science</b><br><i>Colby College, Waterville, ME</i> <ul style="list-style-type: none"><li>Minor in <b>Science, Technology and Society</b></li><li>Presidential Scholar</li></ul> | Aug 2024 - Present |
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| <b>Cambridge International AS &amp; A Levels</b><br><i>Cedar College, Karachi, Sindh</i> <ul style="list-style-type: none"><li>Graduated as the <b>Valedictorian</b> with a GPA of 4.33</li><li>Received the <b>Cedar Leadership Award</b> for outstanding leadership qualities</li><li>Honored with the <b>Cedar Knight Award</b> for exemplifying loyalty, commitment, respect, and responsibility</li><li>Gained <b>second place in Pakistan</b> and <b>second place in Sindh &amp; Balouchishtan</b> for <b>Best across five Cambridge International AS Levels</b> in the June 2023 Cambridge examinations.</li></ul> | Aug 2022 - Jun 2024 |
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## VOLUNTEERING

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| <b>Education and Outreach Volunteer, The Citizens Foundation (TCF)   Karachi, Pakistan</b><br><ul style="list-style-type: none"><li>Provided academic support and mentoring to underprivileged students, helping them with subjects such as Mathematics, Science, and English.</li><li>Involved in planning and executing fundraising events to support TCF schools. Collaborated with other volunteers and donors to generate funds for school supplies and infrastructure improvements.</li><li>Offered guidance and support to students regarding their academic and personal development. Helped them set goals and plan for their future education and careers.</li><li>Assisted in implementing health and hygiene awareness programs within TCF schools. Educated students on the importance of cleanliness and healthy habits.</li></ul> | Jun 2023 - Jul 2023 |
| <b>Lead Intern, Hashmani's Hospital   Karachi, Pakistan</b><br><ul style="list-style-type: none"><li>Assisted in patient interactions, ensuring a positive and supportive experience.</li><li>Contributed to two research papers on complex eye diseases, aiding in the advancement of treatments and diagnostics.</li><li>Collaborated with medical professionals, gaining insights into the healthcare industry and research methodologies.</li></ul>  | Jun 2021 - Jul 2021 |

## LICENSES & CERTIFICATIONS

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| <b>Microsoft Office Specialist Certification</b><br><ul style="list-style-type: none"><li>Demonstrated proficiency in Microsoft Office applications including Word, Excel, and PowerPoint.</li></ul> |
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## ADDITIONAL INFORMATION

- Technical Skills:**
  - Programming:* Python, familiar with object-oriented design principles
  - Multimedia:* Adobe Creative Cloud (Premiere Pro, Photoshop), DaVinci Resolve, Canva
  - Other Tools:* Microsoft Office Suite, Notion
- Soft Skills:** Project Management, Team Collaboration, Customer Service, Leadership
- Languages:** English, Urdu.
- Courses:** CS50X (Harvard University), CS50P (Harvard University)