

Rabia Jamil

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SUMMARY

Versatile freelancer with a proven track record of exceptional communication, attention to detail, and problem-solving abilities. Skilled at handling challenges with professionalism and delivering effective solutions. Eager to bring creativity, adaptability, and a strong work ethic to a dynamic organization.

EXPERIENCE

Tutor Oct 2021 - December 2024

- Taught core subjects to students from Kindergarten to Grade 10, adapting lessons to individual needs.
- Instructed university students and adults in English language and literature with a focus on comprehension, expression, and critical analysis.
- Applied leadership, communication, and creativity to design engaging, student-centered lessons across age groups.

Freelancer June 2022 - Present

- Scripted and narrated story-based video content; edited various video formats.
- Produced blog content and provided transcription services.
- Designed custom graphics including posters, invitations, and logos.
- Offered virtual assistance, data entry, and social media management for multiple clients.

AIESEC Member Oct 2024 - Present

- Coordinating with international volunteers, partnering with NGOs to host them and ensuring a smooth experience. Creating graphics, promoting AIESEC, welcoming new members and organizing data.

EDUCATION

Bahria University Islamabad 2023 - Present

Computer Science

- **President**, Gamers and Geeks Society
- **Stage Secretary**, Creative Platform Society
- **Volunteer**, Animal Welfare Society
- **Member**, Literary Society

- **Member**, Arts and Dramatics Club

Bahria College Islamabad

2019 - 2021

Pre-Engineering

Army Public School Peshawar

2017 - 2019

Pre-Medical

SKILLS

- Leadership
- Collaboration
- Creativity
- Organization

EXPERTISE

- C++, HTML, CSS
- MS Word, MS Excel, MS Powerpoint
- Canva, IbisPaint
- Sony Vegas, Hitfilm, DaVinci Resolve
- Wordpress