ALIZEH ASAD

UNDERGRADUATE STUDENT

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Objective

Enthusiastic undergraduate student with a strong command of language and communication skills, seeking to gain practical experience in diverse fields including content writing, call sales representation, and data analysis. Eager to leverage my proficiency in language to create compelling content, engage with clients effectively, and contribute to data-driven decision-making processes. Committed to applying my versatile skills and adaptability to drive success and growth in dynamic professional environments.

Experience

January 2024 – may 2024
AI Prompt Engineer
- Developed and refined prompts for various AI models to improve response quality and relevance in research applications.
- Conducted testing and evaluation of prompt effectiveness, leading to enhanced accuracy and efficiency in data analysis.

Feb 2021- current
Content writer • Freelance
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Edited and proofread content to confirm proper grammar, quality and consistency with AP style.

May 2023 – December 2023
Online Tutor
- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Supported students with helpful study habits and exam strategies.

August 2022 – march 2023
Data entry Analyst • Internship • Roots Central Library
- Entered data into various computer systems accurately using Microsoft Office Suite

Education

O levels, The City School 2019-2021 (8 A*)

A levels, Roots School System 2021- 2023 (2 As 1 B)

Bachelor's of science in economics, NUST 2023-2027(expected) (1ST Year CGPA 3.2)

Skills & abilities

- **Advanced Vocabulary and Speech:** Proficient in using complex economic terminology and presenting ideas effectively through written and oral communication.
- **Research and Analysis:** Strong ability to conduct in-depth research, analyze data, and interpret economic trends and policies.
- **Remote Work Proficiency:** Experienced in using digital tools and platforms for remote collaboration, including Zoom, Microsoft Teams, and Slack.
- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), statistical software (e.g., STATA, R), and data visualization tools.
- **Time Management:** Excellent organizational skills with the ability to manage multiple tasks and meet deadlines in a remote work setting.
- **Critical Thinking:** Ability to approach problems analytically and provide evidence-based solutions.
- **Presentation Skills:** Skilled in creating and delivering presentations that effectively communicate complex information to diverse audiences.
- **Academic Writing:** Strong background in writing research papers, reports, and essays with a focus on clarity and precision.