

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:

- Google Ads Measurement Certificate, Google Ads Search Certificate, Google Ads Apps Certificate, Shopping Ads Certificate, Google Ads Display Certificate, Google Ads Video Certificate, MongoDB Certification.

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 – Present

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 2020 – Dec 2019

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