

# Hajira Sultana

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## EDUCATION

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### Lewis University

*Masters of Science (M.S) in Cyber Security*

Chicago, IL

Aug 2023 – Current

### Jawaharlal Nehru Technological University

*Bachelor of Technology (B.Tech) in Electronics and Communication Engineering*

Hyderabad, India

Aug 2018 – May 2022

## EXPERIENCE AND RESEARCH

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### Lewis University Chicago

*Graduate Assistant in Registrar office*

Chicago, Illinois

Aug 2023 - Present

- Demonstrates a breadth of knowledge spanning diverse subjects, enabling comprehensive and creative problem-solving across various domains.
- Proficient in multiple languages, facilitating effective communication with a wide range of audiences and enhancing accessibility.

### COO and Cofounder

*AlphaEd*

Hyderabad, India

Sept 2020- Aug 2022

- As the COO and Co-Founder at AlphaEd from September 2020 to August 2022, I held 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

*EdVenture Park Incubation Foundation*

Hyderabad, India

Dec 2020- Present

- Proficient in project management, entrepreneurship, and strategic planning, I 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, I excel in executing tasks and launching successful startups.

### Community Manager

*EdVenture Park Incubation Foundation*

Hyderabad, India

Mar2021- Present

- 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, I 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

*EdVenture Park Incubation Foundation*

Hyderabad, India

Oct2020- Dec2019

- 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

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### 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.

**Front-End Web Designing Instructor** | *Bright Horizon Institue*

Remote- 23rd March 2023 - (Present)

- 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 Application :** | *HTML, CSS, JavaScript, React, Monogo DB, Express,NodeJS,*

- 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>

### Volunteering |

- Volunteer at Surge Impact Foundation - June 2020 - August 2020, Hyderabad.
- Instructor for Sahib Futuristic orphanage - October 2021 - March 2022 , Hyderabad.
- As a contributor on field at Feeding Humanity - 2022, Hyderabad.
- Volunteer at Teach For Change - May 2022 - Present, Hyderabad

### TECHNICAL SKILLS

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**Languages:** Java, Python, C/C++, Oracle DB, MySQL, PL/SQL JavaScript, HTML/CSS, Solidity, PHP

**Frameworks/Libraries:** Django, OpenCV, Keras, PyTorch, OpenAI GPT, JUnit Testing

**Developer Tools:** Git, VS Code, IntelliJ, Eclipse

**Software Development Methodologies:** Agile, Scrum, Continuous Delivery and DevOps, Waterfall