



# SADIA AFRIN SWEETY

## Personal Profile

Efficient project coordinator and content developer with experience. Highly organized and skilled individual in written and verbal communication. A strong leader who works well under pressure and exudes positivism. Obtaining a managerial position in a renowned firm to utilize skills in organizing, communication, and leadership, while gaining professional experience, goals, and solving problems is the objective.

## Work Experience

### English Content Developer

10 Minute School | OCT 2021 - APRIL 2023

- Developed content creation and scripting skills
- Demonstrated ability in creating effective content outlines and English lectures
- Creative writer with strong analytical and problem-solving skills
- Wrote scripts, transcripts, and worked on the MVP projects for several social media videos on educational projects

## Vice Chairperson

IEEE BUP Student Branch WIE Affinity Group | Jun 2020- March 2023

- Worked successfully to organize 25 events and been the Event Management Coordinator
- Awarded the "WIE Outstanding Affinity" of Bangladesh Section
- Winner - IEEE Asia Region's Project "Reaching Locals"
- Skilled in writing various types of content, including posts, reports, emails, scripts, presentations, and a Newsletter named "SHE"
- Hosted a webinar and managed events works
- Coordinated logistics for video conferences and offsite meetings among club members, guests, speakers, university authorities, and sponsors
- Looked after administrative work and kept up communication clear

## Joint Secretary

BUP Robotics Club | MAY 2019 - JAN 2023

- Wrote Content, skilled in ensuring the compliance of event documents with quality standards
- Planned, managed events and looked after all the administrative works

## Communication Intern

Suffix IT Limited | DEC 2021- JAN 2022

- Observed how the billing system works
- Made SRS

## Contact me at

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## Skills Summary

- Project Management
- Content Writing
- Analytical and Problem Solving
- Effective Communication
- Time Management
- MS and G Suit

## Language

English

Bangla

## Educational History

Bangladesh University of Professionals  
JAN 2019- JAN 2023  
BSc in Information and Communication  
Engineering  
CGPA: 3.44