

# WORK EXPERIENCE

## Undergraduate Teaching Assistant

United International University (Feb 2023 -present)

- Assisted in course preparation, including creating and grading assignments, quizzes, and exams
- Provided one-on-one assistance to students who needed extra help with course concepts.
- Facilitated communication between students and the instructor, providing feedback on student progress and concerns.
- Graded papers and exams in a timely manner and provided constructive feedback to students.

## Business Development and Communication Analyst

Ascend Technologies Inc, Silicon Valley (03/2021- 08/2021)

- Analyzed consumer behavior to meet product demand and preferences of the clients
- Performed data analysis for industry trends and competitor activity to provide recommendations for business growth.
- Developed and maintained strong relationships with hundreds of clients and partners through effective communication and collaboration.
- Created and delivered presentations and proposals regularly to prospective clients and partners.
- Supported the sales team in lead generation, customer acquisition, and customer retention efforts.

## Lead Generator

Home Depot, CA (08/2023- 12/2023)

- Generated more than 300 leads for the home services offered by the company
- Communicated with the customers and educated them with the service plans.
- Provided continuous training to the new recruits and monitored their performances regularly
- Schedule appointments and follow up with potential customers to convert them into paying customers.
- Maintained accurate records of customer interactions and follow-up activities through their software and website

## BD EDUCATION

IT Internship (11/2019- 02/2020)

- Created and updated contents regularly for website and software
- IT based content generation and powerpoint slides development for different subjects
- Communicate with the team mates and

## IELTS Instructor (Part-time/ Online)

Edvoy Bangladesh ( 08/2022 – Present)

- Teach IELTS & PTE including spoken English to the students.
- Personalize instruction to meet students' individual needs and goals, and provide ongoing support and feedback.
- Help students achieve their desired scores through the use of practice tests, assessment tools, and tailored instruction.

## Facilitator

Innokids ( 07/2021 – 12/2021)

- Responsible for educating and managing the students of this organization based on the curriculum developed in Australia through the PhD research of Dr. Rafiuddin Ahmed
- Brainstorming interesting ideas for every classes to educate them on 4 type of skillset including life skill, soft skill, tech skill and business skill
- Managing the records and database of students and regularly report the progress to the organizer for follow-up feedbacks



# Sadia Ahmmed

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## Achievements

### International Student Representative

Concordia World Gala (Concordia University of Edmonton)

### Champion - UIU CSE Project Show

*(Team Lead)*

Course: Database Management System  
Project: "lamspecial.com"

### Champion- UIU CSE Project Show

*(Team Lead)*

Course: Advanced Object Oriented Programming  
Project: Co-Curricular Activity Management System

### 100% Academic Scholarship Award UIU

(Summer 2020, Fall 2020, Summer 2021, Fall 2021)

### Outstanding Delegate

NDC Model United Nations, UNHRC

### Champion - Extempore Speech

BAF Shaheen National Science Festival 2017

# EDUCATION

## Concordia University of Edmonton

(08/2022- 12/2022)

Information Technology.

- Full Scholarship International Student Exchange Program
- Notable Courses : System Paradigm and Lab, Digital Image Processing, Applied Cryptography, Information Security

## United International University

(02/2022 - Present)

B.Sc. in Computer Science and Engineering

CGPA : 3.96

- Major in Data Science

# Notable Co- Curricular Activities

## UIU Computer Club

Vice President

(05/2022 - Present)

- Lead the Club and make decisions along with President
- Organized more than 10 National and Intra events including Seminar, Workshops and Competitions with companies like Therap, Robi, GrameenPhone, MSI, bdapps and many more
- Ideated, Planned and successfully executed programs like Peer Mentorship Program, C-Clinic, Coders Combat etc
- Successfully managed on-campus events consisting over 500-1000 people and online events reaching 100K views

## UIU Entrepreneurs Development Forum

General Secretary

(04/2021 - 04/2022)

- Developed and implemented initiatives to promote entrepreneurship among club members, such as mentoring programs or business plan competitions like Entrepreneur's Diary, The Income Theory, BizCamp,
- Established and maintained partnerships with other organizations or stakeholders to support the club's goals and activities.
- Responsible for communicating with all the guests to invite them as speakers and facilitators of our events and different organizations for partnerships and sponsorships

## Anchoring Experience (English and Bangla)

- Main anchor/host for all major Inter university and National programs of UIU
- Hosted over 30 online and offline events effortlessly with online event's maximum engagement reaching 100K views and offline event of more than 1000 people
- Anchored in English for international events like Google I/O extended by Google Developers Group, Mental Health Matters by University of Malaya and many more
- Facilitated events featuring high-profile guests, including the Managing Director of Therap and various government officials, such as the Education Minister, ICT Minister, Post and Telecommunication Minister of Bangladesh, Officials from US Embassy and CEOs of many esteemed companies

# References

**Prof. Dr. Salekul Islam**

Head of CSE Department, UIU

Email: [salekul@cse.uiu.ac.bd](mailto:salekul@cse.uiu.ac.bd)

**Prof. Dr. Swakkhar Satabda**

Director of Institutional Quality Assurance Cell (IQAC), UIU

Email: [swakkhar@cse.uiu.ac.bd](mailto:swakkhar@cse.uiu.ac.bd)

## Champion – Extempore Speech

MCPSC Science and Business Carnival 2018

## 1<sup>st</sup> Runners Up – Idea Presentation Competition

Adamjee Cantonment College Carnival 2018

## 1<sup>st</sup> Runners Up

English Edge, English Speaking Contest

## 1<sup>st</sup> Runners Up

UIU Programming For Beginners, 2020

## Champion – Extempore Speech

MCPSC Science and Business Carnival 2018

## Special Mention

Scholastica Model United Nations, UNEP

## 1<sup>st</sup> Runners Up – IT based Extempore Speech

Notre Dame College Annual Science Festival

# Projects

## Extra-Curricular Management System

[Github Link](#)

Created and lead my team to create a software solution that would centralize the communication and workflow between the Students, Clubs & Forums, and the University's organizational bodies. To ensure the highest quality of education, advanced network programming and interactions with the local system were applied. Submitted as the project for Advanced Object Oriented Programming Laboratory

## lamSpecial.com

[Github Link](#)

Created and lead my team to create a software solution that would tackle the taboo behind people with special needs, provide easier access to seek professional aid, and donation systems for better causes. To ensure our web app provides the best services we've ensured simple UI designs, financial APIs to ease payment processes, and chat systems to connect with professionals. Submitted as the project for Database Management Systems Laboratory

## Encryption-Decryption Chatapp Python

[Github Link](#)

Created a desktop-based chat application using Tkinter. Although the concept maybe simple, advanced encryption and decryption algorithms were used to ensure safe messaging. Submitted as the project for Applied Cryptography