

Sultana Sadruddin

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FUTURE LEADERS INCUBATOR



EDUCATION

Teachers College, Columbia University, New York City, NY

May 2024

M.A. Psychological Counseling, Major: School Counseling, *GPA 3.75*

Institute of Business Administration, Karachi, Pakistan

October 2021

B.S. Social Sciences & Liberal Arts, Major: Psychology, *GPA 3.30*

RELEVANT WORK EXPERIENCE

Future Leaders Incubator, Brooklyn, NY

April 2024 - Present

Educator Project Fellowship Recipient

- Selected as one of 5% of applicants to join a competitive Fellowship of high-potential and dedicated college graduates and professionals who commit three years to teach in under-resourced public schools.
- Participated in 30 hours of an intensive new-educator training program to develop the skills and knowledge needed to achieve significant gains in student achievement and define my personal education philosophy.
- Engage in continued professional development for the next 3 years, including explicit training in “Diversity, Equity, and Inclusion,” seminars, protocols, and professional learning teams for new urban educators.
- Commitment to completing steps to become a certified NY State teacher, including all prep work needed for success on teacher certification exams and successful completion of EdTPA and other certification requirements.

Lyons Community High School, Brooklyn, NY

August - October 2023

School Counseling Intern

- Worked with students facing homelessness to document their current life situations and provide resources for essential needs.
- Facilitated seniors and students from lower-income backgrounds in creating resumes, applying for jobs, and preparing for interviews.
- Assisted students with their college search and application processes, as well as related tasks.
- Documented all interactions with parents and students on the school’s software.

Office of Access and Services for Individuals with Disabilities, Manhattan, NY

January - August 2023

Student Notetaker

January - May 2023

- Made notes for visually impaired students in their classes.
- Met tight deadlines for note submissions.
- Edited all notes before submission and incorporated students’ feedback for future work.

Text Editor

June - August 2023

- Edited the text converted from hardcopy to Microsoft Word by software for visually impaired students.
- Formatted, compiled, and cross-referenced all the text to make it ready for visually impaired students to consume through auditory software.

Development in South Asia, TC Graduate Life, Manhattan, NY

September 2022 - May 2023

Vice President

- Organized cultural events of significance to South Asian students, such as Holi and Diwali.
- Engineered a marketing strategy for social media.
- Developed an action plan to organize an academic conference for topics relevant to South Asian students of education, health, and psychology.
- Worked to protect the interests of South Asian students on campus.

EatFood Pakistan, Karachi, Pakistan

April - June 2022

Creative Associate

- Developed a social media marketing plan for four food brands to gain followers.
- Formulated a content calendar for these brands, including copywriting and graphic designing.
- Conducted market research for the company’s new website.
- Created briefs for more than a hundred articles that could be published on the website; wrote ten of these myself.

Freelance Tutor, Karachi, Pakistan

April 2021 - March 2022

Job Title

- Conducted 1920 hours of online and in-person tutoring sessions.
- Amplified students' grasp of fundamental concepts instead of encouraging rote learning.
- Successfully improved the academic performance of students with behavioral and socioemotional issues, such as ADHD, depression, and anxiety.

SquareTrade, ibex. International, Karachi, Pakistan

October 2020 - March 2021

Customer Support Executive, Sales Department

- Upsold products to customers calling in to register warranties for their electronics.
- Used rigorous product knowledge to retain customers who wanted to cancel their subscriptions.
- Initiated a company-wide effort to research competitors' terms and conditions for their products.

Institute of Business Administration, Karachi, Pakistan

January - June 2020

Teaching Assistant

- TA for Foundations of Behavior, a psychology core class for business and computer science students.
- Conducted tutorials for students struggling with the course material.
- Developed and graded quizzes for the class and recorded their scores.
- Reviewed and edited students' individual and group papers for the class.

SPECIAL SKILLS

- *Skilled at using Canva, Adobe Photoshop, and other graphic design software to create marketing materials for social media.*
- *Excellent research and writing skills for academic papers and different types of copywriting content.*
- *Fluent in spoken and written Urdu, as well as spoken Gujarati and Hindi.*

CIVIC ENGAGEMENT

Aurat Haq, Karachi, Pakistan

December - March 2021 and 2022

Grassroots organizing, social media marketer, and communications.

- Helped organize the Aurat March Karachi, which is Pakistan's premiere Women's March.