

Iqra Sheikh

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EDUCATION

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|--|---------|
| Hunter College, Bachelors of Arts in Art History | 2023 |
| Hunter College, Student Leader in Admissions Dept. | Present |
| CUNY Continuing Education, UX/UI Design EverUp Micro-Credential Program | 2021 |
| Borough of Manhattan Community College, Associates of Arts in Writing and Literature | 2021 |

COURSEWORK

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|--------------------------------------|-------------|
| Heuristic Design | 2021 |
| Wireframing: Low, Mid, High Fidelity | 2021 |
| Multimedia Programming | 2020 |
| Adobe Illustrator & After Effects | 2019 - 2020 |

RESEARCH PROJECTS

IBM Hackathon Challenge 2020: Climate Change project.

- Research manager
- Front end coding: HTML, CSS
- Linguistics and design

Website: <https://hirasabir01.github.io/ClimateChange/index.html>

INTERNSHIP

2021-2021

Latinas On the Verge of Excellence, Non-profit Organization Management

Structured Mentor

- Assist with providing constructive feedback, and developing training tools, policies, and procedures.
- Enhance prosperity, and security within Latina Communities in the Bronx, N.Y.
- Collect/analyze data to determine areas for operational improvement / curate hands-on activities for expression

WORK EXPERIENCE

Borough of Manhattan Community College, Open Lab 2022

Outreach College Assistant

- Engage in various departments and programs to extend their presence in distance learning and education
- Guide faculty and students how to navigate wordpress
- Help students create an online professional presence

Borough of Manhattan Community College Writing Center 2019-2020

Administrative Assistant

- Reported any discrepancies or inconsistencies in data and/or reports to management timely.
- Adhered to compliance and departmental policies and procedures
- Worked collaboratively with a variety of departments, faculty, and staff

The American Gargoyles Children's Book

2019-2019

Marketing Associate

- Executed data mining and in-depth accounts receivable analysis
- Collected/analyzed data to determine areas for operational improvement
- Producing internal communications while defining and managing the brand

SKILLS

Computer: HTML, CSS, Figma, Wordpress

Language: Fluent in Spanish, Urdu and English

Photography: Adobe photoshop

Structural Design: Information Architecture, Low-High Fidelity Wireframes, UX/UI design

Research Methods: Behavioral Analysis, Competitive & Task Analysis