

Sidra Abid

Research Scholar

International Relations- Graduate | Educator | Freelancer/
Up-Work | Team Leadership

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■ Rawalpindi, Pakistan

PROFESSIONAL SUMMARY

Results-driven and detail-oriented student with a strong foundation in curriculum development, student success management, and institutional operations. Complemented by hands-on experience in **freelancing (Upwork)**, event management, graphic design, content writing, and private tutoring. Adept at bridging academic strategy with creative and organizational execution. Committed to fostering enriched learning environments and driving measurable educational outcomes.

PROFESSIONAL EXPERIENCE

Freelance Content Writer & Graphic Designer

2021 – Present

Up-Work— Remote

- Delivered projects for international clients across education, marketing & tech sectors with a **Top-Rated badge**.
- Produced SEO- optimized academic content, course materials, blog articles, and e-learning modules.
- Designed logos, brand kits, social-media graphics, and academic presentation decks using Adobe Suite & Canva.
- Managed end-to-end client communication, proposals, timelines, and quality assurance independently.

Event Management Coordinator

2024– 2026

International Islamic University Islamabad / Dep of Politics and International Relations.

- Planned and executed **academic seminars, workshops, orientation days, and cultural festivals**.
- Coordinated vendors, logistics, budgeting, and volunteer teams to ensure smooth event delivery.
- Developed promotional materials and social-media campaigns, increasing event attendance by 35%.
- Liaised with university departments, sponsors, and community stakeholders for cross-functional collaboration.

Home Tutor

2019 – Present

Private Clients

- Provided personalized tutoring in **English, Computer Science, and General Subjects** for junior level and senior level at school and Matric and intermediate as well as undergraduate students.
- Designed structured lesson plans, assessments, and progress-tracking tools tailored to individual learning needs.
- Achieved an average student grade improvement of 1–2 letter grades within one semester.

Research Intern

2023 (6 Months)

Youth Forum Kashmir / Islamabad

- Authored articles, newsletters, and promotional copy for academic and corporate audiences.
- Collaborated with editorial team on proofreading, fact-checking, and content calendar management.
- Gained proficiency in SEO and key word research.

EDUCATION

M.A [International Relations]

2022– 2024

[International Islamic University Islamabad]

MS [Political Science]

2025 – 2027

International Islamic University Islamabad]

TECHNICAL SKILLS

MS Office Suite

Google Workspace

Adobe Photoshop

Adobe Illustrator

Canva Pro

Fiverr

Digital Marketing	SEO & Keyword Research	Email Marketing
Zoom / Google Meet	Reporting	Up-Work Platform
Presentations	Data Entry	Excel

SOFT SKILLS

Academic Leadership	Curriculum Development	Communication
Team Collaboration	Problem Solving	Time Management
Student Mentorship	Stakeholder Engagement	Conflict Resolution
Adaptability	Critical Thinking	Event Coordination
Client Relationship Mngmnt	Creativity & Design Thinking	Self-Motivated

CERTIFICATIONS & ACHIEVEMENTS

- Experience letter in Event Management and Graphic Design Fundamentals — [Dep of Politics and IR /IIUI]
- International Women’s Day Documentary Competition 2023 — 10th Position
- Certificates of Achievement for organizing different various seminars and manage them— [International Islamic University Islamabad]
- Essay Writing Competition— [All Pakistan Online Youm-e-Azadi Competition 2024]
- Attended International Conference on Nation Building in Pakistan prospects and challenges — [Dep of Politics and IR /IIUI]
- Participated in Sports Gala organized at Extravaganza on Spring gala 2023 — [International Islamic University Islamabad]

KEY COMPETENCIES

Academic Coordination	Student Affairs	Curriculum Planning
Program Management	Learning & Development	Faculty Support
Administrative Operations	Performance Monitoring	Record Management
Policy Implementation	Academic Reporting	Stakeholder Communication

LANGUAGES

Urdu	Native / Fluent	English	Professional Proficiency
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REFERENCES

Available upon request.