

# Eman Sultan

MAJOR: COMMUNICATIONS

## CONTACT:

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## WORK HIGHLIGHTS

**ENTREPRENEUR/ SOLE PROPRIETOR** [Spellbound125 -Handmade Jewellery business \(on Instagram\)](#) | 2020-present

- Created all the content for the page; jewelry pieces, animated posts, and videos.
- **Skills acquired in** Photography, graphic design knowledge, videography, and marketing on Instagram/Facebook.

**DEAN'S ASSISTANT** [CAS Dean's Assistant \(American University\)](#) | 2020-Present

- Gathered research for the study abroad program.
- Created content for Antiracist center's Instagram page.
- Created Posters for Katzen (Art Center).
- Designed the graduation pennant and postcard for SOC (School of Communication).
  - **Skills acquired in** Adobe Photoshop, Canva, Asana, All Microsoft applications; SharePoint, Excel, Word PowerPoint, etc,

**CEO- NON PROFIT ORGANIZATON** [Education Starts At Home- NGO \(International School of Islamabad\)](#) | 2017-Present

- "Education Starts at Home" is a school-based club that I started to help low-income staff members to educate their children for free.
- Purpose-bring together a community that is accepting and determined to tackle global issues. To create an everlasting mark in the community.
- Held multiple fundraisers and sports tournaments.
- **Skills acquired in** leadership, communication, time management, and team management.

**EVENT PLANNER** [International School of Islamabad](#) | 2018-2019

- The head organizer of two big events during high school; Prom and the raffle dinner.
- I developed timelines, created schedules, and oversaw progress to make sure goals were met on time.
- Responsible for planning, organizing, and directing the completion of each specific task, from the menu to music to dress code.
- **Skills acquired in** decision making, organization, process management; budgeting, and planning.

## ACHIEVEMENTS

- High Honours Certification
- National Honour Society
- Global Citizenship Award
- Presidential Education Achievement Award

## EDUCATION

**AMERICAN UNIVERSITY**  
*School of Communication | Graduation date 2024*

- Undergraduate student- Freshman
- GPA 4.0

**INTERNATIONAL SCHOOL OF ISLAMABAD**  
*National Honor Society, GPA 3.56 | May 2020*

- Graduated from an American schooling system with three IB Course. (equivalent to AP/College level courses)
- IB course list:
  - English A: Lang and Lit HL 5
  - Visual Arts HL 5
  - Business and Management SL 5

## EXHIBITION COORDINATOR

Sassy-Online clothing venture, lahore | 2018-2019

- Organized exhibitions, clothing, and photoshoots for the brand.
- I worked to assist in marketing strategies and promotions.
- I am a permanent exhibition coordinator for this brand in Islamabad.
- **Skills acquired in** business operations, diary management, research, and marketing.

## TEACHING ASSISTANT

The Potters House Schooling System, Karachi |

Summer of 2017

- I worked with children from grades four to five.
- I taught time tables, division, creative writing skills, grammar, and science.
- I worked as an assistant to their teacher, checking their workbooks and quizzes as well.
- **Skills acquired in** flexibility, patience, and creativity.

## LANGUAGES

I can speak/understand:

- English
- Urdu
- Hindi
- Punjabi
- Spanish