

Emran Poya

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Fully Work Authorized • No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Administrative and educational professional with 8+ years of experience in organizational management, team development, monitoring & evaluation, ESL and mathematics teaching, computer software instruction, and digital marketing across different industries.

SKILLS

- Classroom Management
- Leadership & Communication
- Presentation & Training
- Graphic Design tools: Canva and Adobe Illustrator
- High competency in software and applications: MS Office, HTML, Auror, Camtasia

PROFESSIONAL EXPERIENCE

Graphic Designer and Digital Marketing Officer

12/01/2022 - 12/31/2023

Radical Creative, Nairobi, Kenya

Radical Creative is a graphic design, digital marketing, photography, and printing services company.

- Crafted social media posts with eye-catching content to enhance clients' online visibility, producing print materials, and designing 120-130 social media posts and banners monthly for 20+ different companies.
- Reviewed and edited content from content writers for all marketing materials.
- Contributed to brainstorming sessions, monitored competitor brands to analyze their communication strategies, and pitched new client proposals, leading to a 10% increase in client acquisition.

Co-Founder and CEO

04/30/2020 - 10/15/2022

Success Platform (Afghan Scholars Education Services), Kabul, Afghanistan

The Success Platform collaborates with universities and high schools worldwide to support Afghan youth's access to the best educational opportunities.

- Collaborated with partner universities and high schools globally on admissions, guiding students in choosing academic programs aligned with their interests, academic goals, and study abroad requirements.
- Developed marketing strategies, protocols, and opportunities for studying overseas.
- Managed organizational operations and monitored employee performance of 5 staff.

Guest Lecturer (Part-time)

04/01/2020 - 08/15/2021

Rabia Balkhi University, Kabul, Afghanistan

- Provided instruction on operating systems and fundamentals of networks to computer science students.
- Served as Sub-Research Committee Director of the Computer Science Faculty, reviewing teachers/students' research work and gathering papers for publication on the university's website and magazine.

Guest Lecturer (Part-time)

04/01/2021 - 08/15/2021

Istiqal Institute of Higher Education, Kabul, Afghanistan

- Provided instruction on digital fundamentals to computer science students.

Assistant Professor & Director of International Students' Office

08/01/2018 - 03/31/2020

Shaheed Udham Singh Group of Institutions, Mohali, Punjab, India

- Provided instruction in Communications and Computer Applications for undergraduate programs.
- Equipped students with tools to map out their educational and career paths through skill development programs.
- Supervised operations at the International Students Office and acted as the liaison between the international students, the principal, and the International Students Coordinator.

Digital Growth Executive Intern

07/01/2019 - 08/31/2019

ECO India, Punjab, India

- Created AdWords and content for Google ads and Social Media Marketing, while also monitoring and evaluating the performance of ad campaigns.

Monitoring and Evaluation Officer – Mathematics and SEL Teacher

12/01/2014 - 06/30/2018

Marefat Civil Capacity Building Organization (Marefat High School), Kabul, Afghanistan

- Developed an annual operational plan and suggested modifications to monitoring, measurement, and analysis strategies to evaluate progress toward project goals effectively to ensure quality education.
- Created learning objectives following Bloom's Taxonomy, providing training for capacity building among teachers.
- Taught English as a second language to high school students (Grades 9-12).
- Taught mathematics to elementary (Grades 4-5) and middle school students (Grades 6-8).

Radio Host/Announcer

12/01/2016 - 06/30/2018

Marefat Civil Capacity Building Organization (Radio Marefat), Kabul, Afghanistan

- Presented the impact of social media/networks on people's lives.
- Edited and mixed the audio for broadcasting.

EDUCATION

Master of Business Administration (MBA), Information Systems & Finance, 04/01/2020

Punjab Technical University, Punjab, India

Bachelor of Computer Science (BCS), Information Technology, 12/05/2015

Kabul University, Kabul, Afghanistan

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

- **Certificate of Video and Audio Technique, USAID, Kabul, Afghanistan, 02/28/2018**
- **Faculty Advisor Certificate, Bhavan Vidyalaya Model United Nations, Punjab, India, 07/30/2017**
- **Servant Leadership Diploma, Global Leadership Institute, Kabul, Afghanistan, 12/10/2016**
- **Teacher Training Certificate, Star Educational Society, Kabul, Afghanistan, 12/10/2016**

REFERENCE

Mazaher Akbari, Financial Management Teacher at Somerset Academy, FL (former finance and admin at Success Platform)

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