

# **SOHAIL AHMED, B.A. English**

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## **SUMMARY**

Enthusiastic and dedicated English Literature major seeking an instructional, adjunct, or research position in academia. Eager to leverage my passion for literature and communication skills to inspire students and foster a positive, engaging learning environment. Aspiring to publish both creative and academic work, I am committed to imparting critical thinking and analytical skills to those I work with. I am passionate about using my experiences to help others develop and enhance their own skill sets.

## **EDUCATION**

- B.A. in English – Concentration: Literature University of Houston. Cumulative GPA 3.82 Honors (Magna Cum Laude)
- A.A. Degree, Wharton County Junior College, Wharton, Texas
- CompTIA A+ Vocational Certification (Houston Community College)
- Teaching English as a Foreign Language (TEFL) Certification (University of Houston)

## **PERSONAL SKILLS**

- Effective communication and presentation skills
- Capable of interfacing with peers as well as upper level management
- Organizational and time management skills
- Writing Experience (Literary, Technical, and Business)

## **WORK EXPERIENCE**

### **TUTORING SERVICE (2016 – PRESENT)**

**Sugar Land, TX**

Provided part-time tutoring services to high school students in English and Spanish during college to support tuition costs.

**CONEJO VALLEY HARDWARE & REPAIR (2014-2016)****Thousand Oaks, CA**

- Performed in-call & out-call jobs, involving both service & repair of computers

**ASTA SOLUTIONS LLC (2011-2014)****West Hills, CA**

- Contract assignments performing help desk functions for small companies
- Upgrade memory and disk drives on all office computers and transfer data

**HARVEY WALLACK, M.D. (2006-2008)****Thousand Oaks, CA**

- Maintain office hardware and software, schedule and coordinate meetings, appointments, for patients, as well as managing office records, word processing, and typing
- Filing & organizational work, invoices, and patient records

**EXTRACURRICULAR ACTIVITIES**

- Associate Editor for *Glass Mountain* Literary Magazine (UH) – 2 Year Tenure

**LANGUAGES****Tri-Lingual**

- English (Oral & Written)
- Spanish (Oral & Written)
- Urdu/Hindi (Oral)