

# **Hira Batool Naqvi**

## **EDUCATION**

**Lahore University of Management Sciences (2017-2021) · Bachelors in English Literature**

**LAHORE COLLEGE OF ARTS AND SCIENCE- LACAS (2015-2017) · A Level**

## **WORK EXPERIENCE**

### **Peer Advisor (September 2020- December 2020)**

- Guided first year students in navigating their transition from college to university
- Held a total of three meetings with 28 freshmen students who were dealt with individually
- Assisted them in strategizing their workload and in maintaining a decent academic progress
- Helped them with a software, zambeel, used for enrolment purposes and advised them regarding course selection pertaining to their respective intended majors.

### **Research Intern at Agah Pakistan, a student run organization that aims to educate the public about their civil rights (July-August 2020)**

- Researched Pakistani labour laws by analyzing the constitution and reading articles, specifically those published in DAWN newspaper that challenged and called for a reform in the labour laws
- Compiled information collected from various credible resources to form a document that constituted the history of labour laws in Pakistan, the changes made throughout the years and the current labour laws

### **Content creator at Daewoo Pakistan, a private transport company (June-July 2019)**

- Managed their instagram accounts, engaged the audience by posting and creating content for the account
- Compiled a list of all the famous Pakistani content creators who were to be contacted for collaboration. Drafted emails persuading bloggers for collaboration.
- Conducted a survey to compare and gauge the percentage of potential readership if Daewoo launched its magazine edition in English or Urdu. Travelled to bus stations and collected around 100 responses from the travelers regarding the visibility and popularity of Daewoo's magazine named Destinations.

### **Intern at The News on Sunday (July-August 2018)**

- Edited and proofread articles written by senior journalists before they were sent to the editor of the newspaper.

- Contributed to weekly meetings by pitching ideas for stories that could become part of the front page of the newspaper
- Interviewed the librarian of the Board for Advancement of Literature which inhabits around twenty eight thousand books including translations of Persian, Arabic and English texts into Urdu.
- Wrote an article titled “A museum of books” based on my interview. The article was published under the section of the newspaper called Shehr (city)

#### **First aid trainee at Saving 9 (July-October 2018)**

- Received first aid training from certified Medical First Responders (MFR) which included cardiopulmonary resuscitation training, bandaging a sprain, dealing with frost bites and unconscious individuals
- Conducted a training session aimed at spreading awareness about the importance of first aid training and clarifying misconceptions regarding how minor injuries are treated at home.
  - This session was conducted in an underprivileged school where I demonstrated to a class of around 20 students how to bandage a sprained ankle.

#### **Intern at Chaichalk, a society that aims to rejuvenate literature in Pakistan (July-August 2016)**

- Responsible for designing and writing content for a digital magazine. This required working in teams to brainstorm ideas, giving feedback to team members and working collaboratively to produce a homogenous magazine
- Wrote about patriarchal and religious constraints in the form of quotations to be posted on their page

### **PROJECTS**

- Worked on a year long project (thesis) that explored the construction of Palestinian identity in relation to the 1948 catastrophe and the subsequent exile
- Interviewed Mira Sethi, a journalist/ author turned film/drama actress and an Oxford University graduate. Transcribed the interview for the profile writing assignment as part of the media writing course

### **SKILLS**

- Academic Editing
- Research
- Analytical skills
- Fiction writing
- Transliteration
- Proficient in all major Microsoft Office applications including complex formulae in Excel.

### **LANGUAGES**

- English; Urdu; Punjabi