

SUSHANT MISHRA

Assistant Professor

CONTACT INFORMATION

Email: sushantmishrapro@gmail.com

Phone: 979-415-7406

Location: 638/Plot-3, Shivalik Enclave Phase 2, Sector 11, Indira Nagar, Lucknow, India

LinkedIn: [linkedin.com/in/sushantmishrapro](https://www.linkedin.com/in/sushantmishrapro)

PROFESSIONAL SUMMARY

Dedicated Assistant Professor with a strong background in Computer Applications, educational content creation, and administration. Skilled in WordPress development, Canva design, social media management, and graphic design. Passionate about fostering student engagement through innovative teaching methods and active participation in academic and extracurricular initiatives. Experience in media management and promotional efforts at the institutional level.

EDUCATION

Master of Computer Applications (MCA)

Integral University, Dasauli, Lucknow

Jul 2017 - May 2020

Bachelor of Computer Applications (BCA)

Integral University, Dasauli, Lucknow

Jul 2014 - May 2017

PROFESSIONAL EXPERIENCE

Assistant Professor

Techno Group of Institutions, Lucknow

Dec 2023 - Present

- Developed and executed detailed lecture plans, aligning with curriculum standards.
- Delivered engaging lectures, fostering a collaborative and interactive learning environment.
- Maintained college decorum and contributed to a positive campus atmosphere.
- Supported the college Media Committee, assisting in media management and promotional efforts.
- Managed the official LinkedIn, Instagram and Facebook pages of Techno Group of Institutions to enhance digital outreach.
- Organized and led workshops, seminars, and student activities, including AI and soft skills training.

Administration and Designer

Series Associates

Jan 2021 - Dec 2023

- Managed administrative tasks to support smooth business operations.
- Designed graphics and websites tailored to client specifications.
- Prepared and submitted tenders to secure business opportunities.
- Conducted interviews to recruit and onboard new team members.

Management Information System In-charge

Future Solutions

Feb 2017 - Dec 2020

- Overseeing the implementation and maintenance of MIS infrastructure
- Enhancing workflow efficiency through automation and process optimization
- Monitoring data accuracy, security, and regulatory compliance
- Generating analytical reports to support business and academic decisions

TECHNICAL SKILLS

- **Programming & Development:** Python, Google Apps Script, HTML, CSS, WordPress
- **Design & Content Creation:** Canva, Graphic Design, PowerPoint Graphics
- **Software & Tools:** Microsoft Office Suite, Social Media Management, LinkedIn Marketing
- **Other Skills:** AI product ideation, Brand Endorsement, Teaching & Training

CERTIFICATIONS & TRAINING

- IT Euphoria Certification
- NCC 'C' Certificate
- Project Completion Certificate
- Advanced LinkedIn Strategies for Career Growth
- Python OOPs Programming
- Canva Master
- Social Media Management (Ongoing)

PROJECTS & INITIATIVES

- **Automated Document Generator:** Developed script to generate multiple documents of same stream within seconds.
- **Email Automation Tool:** Created an email-sending tool using Python Script and Excel for bulk yet structured outreach.
- **Social Media Workshop:** Conducted training sessions for students on leveraging Social Media for career growth.
- **Developed Websites:** Developed four WordPress websites for clients for their business.
- **Digital Advertisement:** Created Google and Meta Advertisement for clients and created advertisement content.

EXTRACURRICULAR ACTIVITIES

- Organized multiple debate competitions, workshops, and student engagement events.
- Handling marketing and promotion-related activities at Techno Group of Institutions.
- Handling social media of Techno Group of Institutions

LANGUAGES

- English: Read, Write and Speak
- Hindi: Read, Write and Speak

INTERESTS

- AI and Automation
- Content Creation & Writing, Digital Course Creation.
- Educational Innovations
- Technology in Business
- WordPress Development
- Social Media Management and Marketing