

Anum Rehan

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PROFESSIONAL OBJECTIVE

Creative and analytical professional with over a decade of leadership experience in education, communication, and information management. Currently pursuing a master's in information studies at McGill University, specializing in knowledge management, digital preservation, and data organization. Passionate about improving workflows, archiving systems, and metadata management to make multimedia and digital projects accessible and efficiently organized.

EDUCATION

Master of Science in Information Studies – McGill University (Aug 2024 – Aug 2026)

Coursework: Information Architecture, Data Science, Web Design, Knowledge Management, Usability Analysis.

Master of Science in Applied Linguistics – NED University of Engineering & Technology (May 2016 – Dec 2018)

Bachelor of Education – Indus University (Jan 2016 – Feb 2017)

Master of Social Science in Linguistics – University of Karachi (Aug 2014 – May 2015)

Bachelor of Social Science in Linguistics – University of Karachi (Jan 2011 – Dec 2013)

TECHNICAL SKILLS

- **Information Management:** Knowledge bases, documentation, workflow improvement, digital archiving, metadata tagging
- **Digital Tools:** Figma (basic), Adobe Illustrator, Canva, basic HTML/CSS
- **Project & Data Management:** Record keeping, reporting, collaborative project coordination
- **Soft Skills:** Collaboration, Communication, Project Management, Creative Problem Solving

PROJECTS & CREATIVE WORK

- **Digital Resource Organization:** Managed digital training materials and resource libraries at The Citizens Foundation to improve accessibility and organization.
- **Documentation & Archiving:** Created structured reports, presentations, and procedural documentation for institutional events and programs.
- **Creative Media:** Designed visuals and presentation assets using Adobe Illustrator and Canva for academic and professional projects.

PROFESSIONAL EXPERIENCE

McGill University

Workshop Facilitator | Oct 2024 – Apr 2025

- Maintained logs, records, and operational protocols for workshops, supporting efficient management and reporting.
- Coordinated between teams and participants, improving communication and workflow clarity.

The Citizens Foundation

Deputy Manager – Assessment Department | Aug 2023 – July 2024

- Coordinated national-level workshops and education events across 2500+ schools.
- Created reports, presentations, and other communication materials for internal and external audiences.
- Collaborated across departments to streamline documentation and communication processes.

The Citizens Foundation

Training Quality Lead | Aug 2021 – July 2023

- Supported development of blended learning programs and digital training content.
- Designed communication and visual materials for training and professional development sessions.
- Organized workshops and conferences for large educator groups.

The Citizens Foundation

Assistant Manager – Training Department | *Jan 2020 – July 2021*

- Assisted in coordinating and documenting training programs and events.
- Managed training resources and contributed to content organization and accessibility.

LEADERSHIP & VOLUNTEERING

President, McGill Information Studies Student Association (MISSA) | 2024–25

- Leading student engagement and digital communication efforts across platforms.
- Collaborating with peers to organize events, manage and update the website, and promote student initiatives.