

MONIA KHAN

digital artist

437-333-6580

My Portfolio: <https://bit.ly/3Nhikk5>

moniabhuttakhan@gmail.com

AWARDS

MIST Toronto
(Interscholastic
Tournament)

First place in
photography

EDUCATION

University of Waterloo
Global Business & Digital Arts
(Spring 2027)

**Turner Fenton S.S.,
International
Baccalaureate**
(2018-2022)

SKILLS

Proficiency in Adobe Creative Cloud
Lightroom



Illustrator & Photoshop



InDesign & Premiere Pro



Proficiency in Canva, Microsoft Suite



Photography and videography
Including editing skills



Proficiency in FinalCut Pro
video editing



Promotions on social media
as a digital content creator



Communication and
problem-solving skills



Time management
and organization



WORK EXPERIENCE

Marketing & Videographer, SMILE Canada

(May to August 2022)

Registered Canadian charity supporting 500+ families with racialized children with disabilities

- Created promotional and informative videos, reels/tiktoks, and documentaries, with both newly shot footage and previous clips provided
- Created social media (Facebook, Instagram) posts using Canva
- Worked with the marketing team to brainstorm social media timelines, posting schedules and interactive promotional material to fundraise

Social Media Manager, Syrian Canadian Foundation

(June 2023 to Present)

Non-profit Organization working to support newcomers and refugees through various healthcare, business and social related programs

- Creating the social media posting schedule and timelines in a content calender for each program
- Creating static, informative posts on Canva and the Adobe Suite - adhering to branding and themes
- Creating tiktoks/reels to promote events and programs, with both old and newly shot clips - following trends, and branding
- Creating new, creative and interactive content in different formats, catering to our target audience

COMMUNITY LEADERSHIP

SOAR Director of Cinematography (Leadership Conference)

(September 2020 – present)

Student-led conference for Gr. 7 and 8 students across Peel in the GTA helping them to integrate into high school.

- Responsibilities include planning and executing photoshoots to promote the club to students on social media
- Recording content of the team working on organizing the conference in order to edit a final video to show the whole production of the conference requiring me to use my videography and editing skills
- Recording the conference (including all activities) and editing a highlights video capturing the whole event

Videographer Executive for Children's Conference

(September 2019 - January 2020)

Annual conference for underprivileged children in Peel from the Boys and Girls Club Canada.

- Recording the event (including the activities of the children and volunteers) and editing the clips together to make a highlights video capturing the whole event
- Promoting the event and recruiting volunteers, assisting and coordination of planning the event

Photographer at Noon Academy Education and Community Center

(January 2017 – present)

- Photographing community BBQ's, Gala's and other community events for promotional use on social media

President of MIST (Interscholastic Tournament)

(September 2021 – present)

- Leadership of executive and general team recruitment through the development of a creative recruitment promotional plan to attract new students
- Creating promotional content in collaboration with promotions team to film and edit videos through the use of several editing softwares
- Leading monthly meetings and trainings, collaboration and communicating with the other executive members to ensure success.

WORK EXPERIENCE

continued

Contrapposto Magazine Photographer

(December 2021 - present)

Youth Lead Fashion Magazine aiming to capture what is relevant and prevalent in the current fashion scene through diversity and inclusivity.

- Photographer and lead creative developer for youth lead fashion magazine
- Assigned models and required to create vision boards, find the best location and plan poses and outfit for models to execute magazine vision

Content Creator & Videographer, Stay Woke Organization

(January 2017 – present)

NPO amplifying youth voices at the intersection of social justice and creativity through events and community engagement.

- Videographer and photographer for all Stay Woke events
- Responsible for capturing performances and activities at various events, and editing content for promotional uses on social media
- Creating tiktoks/reel during and after events for promotional use, including interviewing guests, following video trends, and coming up with original ideas to attract new audiences

Freelance Photography @_mbkphotography

(April 2020 - present)

- Promotion of photoshoots on social media to collaborate with clients to produce the best content (photos and videos) for their business or personal use
- Requires me to market my business and art, and determine costs, all the creative elements and follow up to collect payment
- Execution of creative vision through vision boards, researching appropriate locations and studios and planning poses and outfits for clients