

Contact

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Top Skills

Graphic Design

Web Design

User Interface Design

Languages

Urdu

Hindi

English

Sanaa Zaheer

Freelance Graphic Designer/Exec. Business Admin
Houston, Texas, United States

Summary

SUMMARY OF SKILLS:

- Works with little direction and generates creative, unique solutions to problems
- Excellent organizational, planning and coordinating skills
- Demonstrates ability to manage and prioritize multiple complex tasks and projects to meet deadlines
- Strong team player with excellent relationship building skills
- Self-motivated, reliable and detail oriented
- Proficient in Adobe Photoshop, InDesign and Illustrator
- Experienced with designing corporate collateral material including: graphic and logo design, marketing strategies and brand development.

Experience

Sanaa Zaheer Designs

Freelance Graphic Designer

January 2008 - Present (15 years 7 months)

ePortfolio:

<http://szaheer.wix.com/sanaa>

Logo/Corporate design, Digital Illustrations, PowerPoint presentations

- Creative design of logo's to incorporate clients vision of business. Help client visualize

product in conception

- Provide mock-ups for customers to brainstorm and assist with visually dynamic websites
- Able to create space-plans for interior and architectural design projects

Print — Brochures, posters, mailings, annual reports, signage, invitations, menus

- Design aesthetically pleasing and cost-efficient signage for several print options
- Incorporate sensitive corporate financials into highly impactful presentation materials
- Create exceptional mix of content with visually appealing designs for executive level business cards or start-ups looking to make a professional impact on their customers

Websites - Website and mobile devices user interface design templates

- Special emphasis on conceptual design and concise communication
- Holistic approach to design and simplifying complex messages to help reach larger audience

GE Oil & Gas

Technical Capability Exec. Business Admin

May 2016 - May 2017 (1 year 1 month)

Houston, Texas Area

Direct Admin to the Technical Capability and US Edison Engineering Development Program (EEDP) Leader:

EEDP is an intensive program for people who have a passion for technology, a drive for technical excellence, and share in GE's core values. The program is designed to accelerate participants' professional development through intense technical training and a variety of business-critical assignments. Edison graduates have the technical and business foundation to proactively and continually make innovative contributions to GE's future. If you love technology and want a career in engineering, the Edison Engineering Development Program is for you.

EEDP is a two- to three-year early career program consisting of three or more rotational assignments. Rotational assignments are engineering projects driven by real GE business priorities. The program cultivates technical problem-solving skills via advanced engineering coursework, formal reports and presentations to senior leadership, in addition to valuable work experience. Participants have the opportunity to earn credit towards an M.S. degree in engineering or other real world application technologies

Other General Admin Support:

- Process T&L expenses, prepare presentations, reports, spreadsheets, and other business information
- Assist in managing expense accounts and budgets
- Provide discrete and confidential coordination of sensitive company information Use discretion in interfacing with all levels of individuals, internally and externally
- Manage multiple projects and priorities and initiates follow up to ensure timely achievement of commitments
- Maintain strong communication links with Group, Division, and Department level secretarial and administrative personnel
- Plan, schedule, and arrange business meetings and travel itineraries; maintain passport and visa requirements; prepare and reconcile expense accounts for the Division Direct business contacts to appropriate managers

GE Oil & Gas

Product Cyber Security Operations Executive Business Admin
November 2014 - November 2015 (1 year 1 month)

- Process T&L expenses, prepare presentations, reports, spreadsheets, and other business information
- Assist in managing expense accounts and budgets
- Provide discrete and confidential coordination of sensitive company information Use discretion in interfacing with all levels of individuals, internally and externally
- Manage multiple projects and priorities and initiates follow up to ensure timely achievement of commitments
- Maintain strong communication links with Group, Division, and Department level secretarial and administrative personnel
- Plan, schedule, and arrange business meetings and travel itineraries; maintain passport and visa requirements; prepare and reconcile expense accounts for the Division Direct business contacts to appropriate managers

The Creative Group

Graphic Designer

June 2014 - June 2014 (1 month)

3 Week Contract (6/03/14 - 6/24/14):

Worked with Adobe Illustrator and Photoshop on a daily bases. Created and revised eBlasts through Constant Contact and managed the online social media banners.

Microsoft

IEB - Media & Entertainment Team Business Admin

July 2012 - March 2013 (9 months)

Redmond, WA

FTE

Provide administrative support to two Senior Directors and their teams.

Responsibilities include:

- Maintain two complex calendars, travel plans and MS Expense for two Senior Directors.
- Budget Management to include opening general purchase orders and processing requisitions
- Purchasing goods and services
- Manage gameshare folders and space
- Planning morale events
- Coordinate other administrative or marketing projects as assigned

Microsoft - Kelly Services

3 years 8 months

IEB - XBOX Global Marketing Team Admin Assistant

June 2011 - May 2012 (1 year)

Redmond, WA

Provide administrative support to two Senior Directors and their teams.

Responsibilities include:

- Maintain two complex calendars, travel plans and MS Expense for two Senior Directors.
- Budget Management to include opening general purchase orders and processing requisitions
- Purchasing goods and services
- Manage gameshare folders and space
- Planning morale events
- Coordinate other administrative or marketing projects as assigned

Studio West Support Staff

October 2008 - May 2011 (2 years 8 months)

Redmond, WA

Coordinating & maintaining guest & employee check-in procedures

Scheduling & managing corporate events across 40+ calendars

Maintain & schedule procedure manual to ensure performance of team routines & planned.

ChemPoint - OfficeTeam/Robert Half International Order/Logistics Specialist

August 2007 - September 2008 (1 year 2 months)

Bellevue, WA

Coordinate with product supply to translate current inventory availability to order fulfillment. Interaction with customers to propose products and provide estimates & schedules of delivery. Research & report on fulfillment trends to senior management to incorporate in purchasing plan.

University of Washington

Graphic Designer

August 2005 - June 2007 (1 year 11 months)

Seattle, WA

Center for Career Services

Created Collateral Material for campus events including branding & design of T-shirts, posters, calendars, and presents for esteemed guests. Created custom mocks & designed advertisements for internal UW departments for newspaper. Designed visual comps and rapid prototypes for online version of all rich media. Presented & coordinated redesign solutions to Creative Communications Department at UW.

MSA: Event Management & Design lead for all event collateral, including t-shirts & give-away

PSA: Created Collateral Material for campus events for members & visiting guests.

French-American Chamber of Commerce

Graphic Design Intern

June 2006 - August 2006 (3 months)

Seattle, WA

Designed marketing collateral material for a Benefit Auction (posters, tickets, letterhead etc.)

Coordinated design meetings and helped launch a successful Annual Benefit Auction

Highline College

Support Staff

August 2002 - July 2005 (3 years)

Des Moines, WA

Student Programs

Head of Customer Service, served students with leadership and career needs.
Designed procedures manual for front desk staff and trained new employees.

Boeing

Drafting & Design Intern

June 2002 - August 2002 (3 months)

Renton, WA

Converted layout drawing to computer generated images.

Created media rich PowerPoint presentation for professional staff.

Education

University of Washington

BA, Interdisciplinary Visual Arts · (2005 - 2007)

Bellevue College

Advanced Certificate, Graphic Design · (2007 - 2009)

Highline Community College

Associates of Arts, Fine and Studio Arts · (2002 - 2005)

American British Academy - Muscat, Oman

High School