

Negin Farhadi

Toronto-based strategist & screenwriter

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Education

University of Toronto Honours Bachelor of Arts, Philosophy Specialist

Experience

Z.S.I

Administrative Assistant to Manager

October 2025 - present

- Providing administrative support to the Operations Manager, including scheduling, correspondence, documentation, and coordinating communication between management, security personnel, and clients.
- Contribute to business development strategy, including advertising recommendations, event planning, and identifying potential partners and contractors for security operations.

ReelWorld Film Festival

Talent Wrangler

October 2025

Toronto International Film Festival

FOHA - Scotiabank Theatre

August - September 2025

SKIN & BONES Film Company Inc.

Producer's Assistant | Therabody

July 2025

- Drafted and coordinated business visitor letters for international directors traveling from the U.S. to Canada, ensuring compliance with cross-border production requirements.
- Organized and managed location scout images, files, and production documentation to streamline team access and maintain efficient pre-production workflows.
- Assisted the Production Coordinator with diverse logistical and administrative tasks, including hotel bookings, contact database management, call sheet preparation, and crew scheduling.

Santa Barbara International Film Festival

Security Detail & Production Operations Support | Contract via ZSI Security

January - February 2025

- Managed the high-security vehicle checkpoint for talent and VIPs, verifying credentials, liaising with red carpet and production teams, and ensuring the seamless arrival of guests.
- Designed an alternative perimeter control strategy using volunteers amidst staffing and barricade shortages, maintaining secure ingress and egress zones.
- Escorted high-profile talent, A-list clients, and industry professionals, ensuring their timely and secure movement through festival venues and events.
- Provided operational assistance to festival Production Management as needed, contributing to on-site problem-solving and logistical coordination during high-traffic periods.

Skills

Live event operations & logistics, production support, administrative & organizational abilities, crowd control & volunteer coordination, crisis response & conflict management, multilingual communication (English, Farsi, Danish).