

Negin Farhadi

Toronto-based strategist & screenwriter

phone: +1 647-891-4630 e-mail: rassvyeta@gmail.com

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).

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Continued

Ibuki Films Inc.

Producer's Assistant | Director X

January 2025

- Assisted the production team on a commercial shoot, serving as a runner and primary stand-in for the producer's assistant.
- Coordinated on-set logistics, including talent wrangling, equipment runs, and client service support.
- Ensured efficient communication between production departments in a fast-paced, high-pressure environment
- Provided administrative and operational support to production leadership, contributing to the smooth execution of a large-scale shoot.

Ibuki Films Inc.

Production Assistant | ASUS commercial

December 2024

- Assisted the production team on a commercial shoot for ASUS Canada, supporting pre-production setup, on-set operations, and post-wrap breakdown
- Managed craft station setup and maintenance, ensuring crew access to refreshments and maintaining cleanliness standards
- Monitored and assisted with location cleanliness, noise control, and continuity

Film Director

Writer, Director for film "Content" (2023) | University of Toronto

December 2023

Niicii

Founder & Product Lead | University of Toronto

2020 - 2023

- Founded and led development of Niicii, a social application designed to increase meaningful interest-based connections; identified market gap through user research and behavioural analysis, translating insights into product requirements and feature roadmaps.
- Conducted structured user research (interviews, surveys, behavioural mapping) to validate hypotheses and refine MVP; iterated on product design based on feedback loops and early usability testing.
- Designed wireframes and functional specifications, recruited and coordinated a small team of engineers, and managed cross-functional collaboration across product, technical, and presentation workflows.
- Taught myself programming fundamentals (Python, basic SQL concepts) to support data analysis, prototype development, and effective communication with technical contributors.
- Pitched product at startup competitions and hackathons, developing data-backed presentations that articulated user pain points, market positioning, and scalable growth opportunities.