

Rehan Mannan

Marketing and PR Coordinator

Bronx, NY 10462

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1-929-220-7827

Authorized to work in the US for any employer

Work Experience

Marketing and PR Coordinator

MALCOLM SHABAZZ DEVELOPMENT CORP. SYEP - New York, NY

July 2016 to August 2016

Inspect layouts and advertising copy and edit scripts, audio and video tapes, and other promotional material for adherence to specifications.

Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, company officials, sales departments and advertising agencies.

Gather and organize information to plan advertising campaigns.

Confer with clients to provide marketing or technical advice.

Junior Instructor

APPLESEED TUTORING - New York, NY

June 2015 to August 2015

Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.

Assess students' progress throughout tutoring sessions.

Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.

Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.

Education

Associate in Animation and Motion Graphics

BMCC - New York, NY

August 2018 to May 2020

High School Diploma

Brooklyn Technical High School - Brooklyn, NY

June 2017

Skills

C++, COMPUTER PROGRAMMING, HTML, JAVASCRIPT, CSS

Additional Information

Able to perform simple computer programming in Java, C++, HTML, CSS, and Javascript

Able to write documents in a professional and time-efficient manner

Able to break down complicated subjects and teach them to students effectively

Able to make creative designs for public appeal

Able to communicate effectively and produce successful negotiations between both peers and clients.

Able to make fluid animations in Photoshop CC

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