

Tahirah Abrash

Graphic Design

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EXPERIENCE

Toronto International Film Festival

Festival Staff, Voting Supervisor

August – September 2015, 2016, 2017

Managed each group of volunteers in their interactions with the public and shared information about the People's Choice Awards and the voting process. Deployed each volunteer inside the venue and managed their collection of votes. Organized and consolidated each round of votes and coordinated their daily pickup.

Starbucks Coffee Company

Shift Supervisor, Partner of the Quarter 2016

September 2013 – August 2017

Responsible for setting the bar for the team to maintain legendary customer service throughout every shift by quickly recognizing and targeting the needs of customers. Has proper understanding of the flow and needs of products and is able to consistently manage inventory with positive results by completing store orders. Follows Starbucks operational procedures for cash handling and security to ensure the safety of all partners during each shift, and remains calm under pressure during peak business hours to keep store operating to standard.

School Editing

Post Production Intern

January – August 2013

Sourced footage for several commercial mock ups. Prepared and delivered content materials by organizing external drives and archived materials and information. Sorted, organized, and prepared footage for editors and created online postings of projects for clients including Burger King and Virgin Mobile. Took and redirected calls, greeted clients, and managed monthly credit allocation and expenses at the front desk.

The Public Assembly

Production Assistant

February – March 2013

Assisted the production on set for clients such as Tim Hortons and Realtors Care. Managed headshots and contact information for each actor on set. Carried and directed film equipment between shooting locations. Organised, labeled, and photocopied production material.

SKILLS

HTML 5 + CSS3

Bootstrap 3

Foundation 6

Adobe Dreamweaver CC

Adobe Illustrator CC

Adobe InDesign CC

Adobe Photoshop CC

Sketch

Microsoft Office

Final Cut Pro 7

Avid Media Composer

Additional experience with data management of theatre shows, client contact and billing information, logging company expenses, and writing and distributing monthly e-newsletters and other online promotional materials.

EDUCATION

Seneca College

2016 – 2017

Certificate in Digital Graphic Design

Centennial College

2010 – 2013

Advanced Diploma in Broadcasting and Film

