

# PROFILE

Based in Toronto, ON.

A highly motivated, outgoing, and passionate personality supported by diligence and attention to detail, make me the ideal candidate for a creative role in your company.

# TECHNICAL

- Canva Design Platform
- Email Marketing
- Social Media Management
- Cloud Organization
- HTML5 & CSS3
- Alarm Monitoring Software
- Project Management Tools (Trello, Asana)
- Budget Management
- Microsoft & Google Suites
- Event Management Software
- Insight Analysis

# SOFT SKILLS

- Communication
- Organization
- Leadership
- Teamwork
- Problem-solving
- Critical thinking
- Event Planning and Coordination

# EDUCATION

University of Toronto  
Communications Major  
September 2020-Present

# KANYA SABHERWAL

✉ HELLO@KANYASABHERWAL.COM

☎ 647.760.8342

# WORK EXPERIENCE

## Scadding Court Community Centre, Project Coordinator

JUNE 2023 - PRESENT

- Responsible for managing a City of Toronto business grant dealing with community development and engagement. Leading, planning, and executing community animations to support local business recovery

## Telus, Bilingual (EN/FR) Central Alarm Monitoring Specialist

JUNE 2022 - SEPTEMBER 2023

- Responsible for responding to actual events, contacting emergency agencies and providing technical assistance. Monitoring all types of life safety alarms including burglary, panic and fire events for customers.

## CBM Events, Social Media and Projects Assistant

JUNE 2021 - MARCH 2022

- Providing administrative and clerical support for event planners. Handling client correspondence, liaising with vendors, and coordinating pre-event details. Leading social media channels with content creation and delivery.

## ChocoSol Traders, Sales + Communications Intern

MAY 2021 - JULY 2021

- Performing various tasks associated with social media content management, development, and execution. Educating potential clients about the product and brand values. Supporting barista service.

## MO Catering, Special Events Team Lead

MAY 2020 - APRIL 2021

- Developing detailed event plans, including timelines and layouts considering client and business needs. Coordinating all aspects of event logistics, such as staffing, equipment, transportation, and rentals.

## Squiggle Park, Intern

JULY 2018 - AUGUST 2018

- Supporting software development team by updating and building website pages. Shadowing lead developer and CEO. Kick starting testimonial campaign.

## The Knowledge Society, Innovator

OCTOBER 2017 - JUNE 2018

- Member of a leading immersive innovation incubator for students with interests in cutting-edge technology and entrepreneurship. Learning to identify opportunities to join professional fields as builders rather than consumers.