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

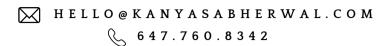
SOFT SKILLS

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

EDUCATION

University of Toronto Communications Major September 2020-Present

KANYA SABHERWAL



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.