Mahban Ghadakpour (416) 400-1332

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Objective

Assume a position that can benefit from my educational background in Marketing Management, Graphic Design and Illustration, as well as my professional experience in marketing, in house design, and project support

Pertinent and Technical Skills

Digital and print design experience, experience delivering quick graphic solutions, effective communication and ideation, front end web design, creative problem solving, knowledge of sales strategy and marketing management, excellent presentation skills, expert use of Adobe Creative suite, Power Point Presentation, Microsoft Suite, WordPress, basic CSS/HTML, creative problem solver, detail oriented and solution focused, meets deadlines and works well under pressure, experience working directly with project managers and reporting to directors and senior partners, supporting large fast pace projects, experience with marketing campaigns

Education

Bachelor of Design in Illustration/Graphic Design – OCAD U, 2009

Post-Graduate Certificate in Marketing Management – Seneca College, 2012

Professional Experience

Compugen Finance Inc, Richmond Hill, ON (2013 – Present)

**Program Support Specialist** (2014 – Present)

* Assist in creating professional graphics and marketing material as necessary – material such as: print ads, online material, logos and Holiday Greetings
* Liaise with various teams and management working on the project to ensure all process guidelines are being followed, and the client’s needs are being met
* Review and reconcile incoming invoices, communicate with internal and external customers to dispute and resolve billing issues
* Collect and process vendor invoice, Courier and track packages and cheques as needed, onboard vendors to electronic fund transfer methods, reconcile incoming statements, and send outgoing statements
* As subject matter expert, assist in the design and implementation of processes to improve production and ensure all parties are following process to maintain production flow and meet deadlines
* Audit shipments to ensure assets are received accurately, create sets of purchase orders for up to 45 shipments a day and produce sales orders as necessary

**Service Advisor** (2013 – 2014)

* Communicated with customers benefiting from social assistance and senior customers to establish their needs as well as qualify their eligibility for the program
* Took care of 100% of the customer’s needs, assisted with decision making, processed transactions, and coordinated logistics
* Liaised with remarketing manager and Program Director to address customer requests and inquires, and actively worked with management to ensure customers were receiving the best service possible
* Performed online research to source customers, find relevant contacts, cultivate and update client database

York Region Aids Committee, Richmond Hill, ON (2012-2013)

**Graphic Designer**

* Maintained pre-existing image database to update and redesign collateral
* Designed event posters, flyers, and other communications
* Youth creative activity designer and arts and crafts leadership

My Legal Briefcase, Toronto, ON (2012)

**Executive Assistant** (2012)

* Assisted CFO with daily needs such as booking flights, ordering lunch, setting meetings, keeping meeting logs and booking appointments
* Assisted in general office duties, created content submission schedules for interns, prepared print material for events
* Designed and executed PowerPoint presentations for CFO on a regular basis
* Worked with affiliated tech start-ups to ensure their administrative needs were met

**Communications Coordinator** (2012)

* Rebranding the My Legal Briefcase website through redesigning mascot and landing page
* Daily graphic creation for multiple media platforms such as
* Researched web material daily to ensure content being posted on the company`s behalf was fresh and interesting for the identified target users
* Effectively strategized redistributing relevant material to direct web traffic to company`s multiple websites, as well as, created original content and visuals for Twitter, Facebook and WordPress
* Created and maintained WordPress, rebranded all social media to form a united aesthetic, created blog posts, designed digital and print graphics, monitored social engagement and constantly set new goals to increase engagement and visibility
* Researched and implemented digital media marketing campaigns
* Used Mail Chimp to design and send email blasts, monitor results, re-strategize when necessary, and measure improvements

Early Career

OCAD University, Toronto, ON (2007-2012)

**Academic Scribe** (2009-2012)

**Gallery Assistant** (2008-2011)

**IT Lab Assistant** (2007-2009)