

**TAHIR BADOELLA
RESUME**

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SKILLS

- Google Docs
- Videography
- Photography
- Microsoft Office
- Photo Editing
- Copywriting
- Content Writing
- SEO Writing
- Social Media Writing
- Wordpress
- Organizational skills
- Leadership
- Social Media Management
- Customer Service

LANGUAGE PROFICIENCY

Bilingual native fluency in speaking, writing, and reading : English and Dutch.

Intermediate conversational and reading skills: French, German, Urdu-Hindi, and Persian.

Comprehension spoken languages: Punjabi and Caribbean-Hindi (Hindoestaans)

PROFESSIONAL WORK HISTORY

THE EXTERMINATORS INC.

Sales and Marketing Assistant | Office Administrative and Web Design Assistant

2020 Feb– PRESENT

- Writing unique copy for local websites in cities and towns throughout the Greater Toronto Area, Peel Region, Hamilton Region, and Montreal, Quebec.
- Writing detailed case studies for completed jobs performed by our technicians based on technician notes and cross-referencing information made during the removal or extermination process concerning pests and wildlife animals.
- Writing detailed 450-500+ word informational blog posts that pertain to various topics concerning pest and wildlife control, careers in pest control industry, mold remediation, junk removal, and sanitation services.
- Manage, plan, and curate social media posts and copy to external audience on Twitter, Facebook, Google Business and Instagram through social media management tools HootSuite and online tool bit.ly.
- Formatting and designing web pages and blogs to publish online according to editorial calendar using Wordpress.
- Optimizing images and video for online content publishing that adhere to company guidelines and web design practices to company websites and online social platforms.
- Optimizing and updating written content on main and local websites with keyword-specific and SEO-based approach.
- Assisting in managing the editorial calendar by continually keeping track of present and future projects in conjunction with technical department.
- Interacting with customers online and troubleshoot inquiries to eventually refer them to the corresponding service to schedule and book an appointment.
- Taking photographs on-site using Canon 70D DSLR during pest removal process to be used for case studies and promotional material.
- Importing, editing, and exporting short-form videos to be used on company websites.

AMNIAMEDIA LCC

2015 Jan - 2017 May

Video Editor (Adobe Premiere Pro CC)

- Imported, managed, and organized footage according to internal naming conventions and file structures.
- Edited engaging videos specially formatted for marketing and branding purposes including commercials, teasers, corporate videos, and social media platforms.
- Incorporated notes and feedback from project manager according to specifications of client's vision and branding.
- Delivering and exporting final rendition to clients in appropriate dimensions, compression formats, and resolutions.

AA CREATION VIDEO AND PHOTOGRAPHY

2014 Oct - 2017 May

Videographer/Video Editor (Adobe Premiere Pro)

- Handled and set up equipment for shooting weddings, corporate and cultural events, and conferences
- Captured footage and adapted shooting style in high pressure environments in accordance to the type of event attended over a multi-day duration.
- Edited footage into a final deliverable video incorporated with titles, images, and corresponding music that matches type of event in accordance with feedback and notes of clients and project manager.

PERSONAL PROJECTS

House of Explore Indonesia Los Angeles - Blog writer

- Writing informative and educational SEO blog posts pertaining to Indonesia's cultural aspects in line with HEXI's mission statement.

EDUCATION HISTORY

California State University, Northridge

May 2018

- Bachelor of Arts in Cinema and Television Arts
Emphasis in Television Production

VOLUNTEER WORK HISTORY

MTA Int'l. West Coast USA

2010 - 2019

Video Editor/Cameraman/AV-assistant

Humanity First USA

"Diego" (2016)

- Edited, animated titles and color graded the call-to-action-commercial with Adobe Premiere Pro

Cross-Cultural Friendship Club (CCFC)

2015 Spring

President

- Managed the FB club and Instagram page and increased viewership.
- Introduced a open system where members can sit in with the officers meeting and contribute and/or critique our proposals and future club activities.
- Coordinated logistics and planning for club activities off and on-campus.
- Developed marketing strategies to yield higher attendance.
- Co-organized events with other clubs to foster closer ties.
- Worked closely with International Students Inc.(ISI) to coordinate co-hosted activities for CSUN students and non-CSUN students alike.