

TAHIR BADOELLA RESUME

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SKILLS

- Google Docs
- Videography
- Microsoft Office
- Photo Editing
- Copywriting
- Content 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.

PROFESSIONAL WORK HISTORY

THE EXTERMINATORS INC.

Office Administrative and Website Design Assistant

2021 July – PRESENT

- Answering inquiries of potential and active clientele through phone and identify issues according to company-issued phone script and training which lead to scheduling and booking appointments that include initial visits and follow-up visits in through service scheduling software.
- Gauging customer satisfaction, receiving feedback, and conveying that to management.
- Writing and submitting quotations that correspond to technician's case and work done.
- Responsible for other various administrative functions as needed such as writing and submitting progress reports and proposals.
- Performing data entry duties as needed.
- Assisting in managing editorial calendar and keeping track of upcoming content in coordination with other departments.
- Editing video footage into final deliverable to be published online and company social media accounts on various online platforms.
- Writing sales copy for company websites that include rural and urban cities and towns in service area.
- Writing social media copy for company social media accounts such as Facebook, Twitter, and Instagram.
- Editing, and optimizing photos and videos to be published as promotional material online.
- Scheduling, editing, and publishing written content such as blogs and case studies to various company websites and social media accounts according to editorial calendar in Wordpress.
- Creating layout and graphics for websites in close coordination with colleagues that adhere to company design guidelines.

THE EXTERMINATORS INC.

Office Administrative and Website Design Assistant

2020 February – January 2021

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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 July - 2018 May

Video Editor/Cameraman/AV-assistant

Humanity First USA

2016 November - November 2016

"Diego"

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

Cross-Cultural Friendship Club (CCFC)

August 2014 - May 2015

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.