NOOR MAY RAZOOKI



ACCOUNT EXECUTIVE, FREELANCE CREATIVE & ART TUTOR

Passionate, fast-learning and artistic individual bringing curious enthusiasm coupled with a dedication to learning and achieving excellence. Capable of supporting workload to high standards whilst multi-tasking efficiently. Having strong interpersonal skills enables me to work well in a team, and my adaptable, creative nature allows me to problem solve independently.

Languages: English, Arabic



Date of Birth: 05.05.1999



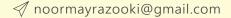
Location: Reading, UK (Open to relocate)





www.noorrazstudio.com





EXPERIENCE

ACCOUNT EXECUTIVE / DESIGN ASSISTANT

2021 - Present | Uptake Strategies, Ascot

- Assisted design of high quality creative marketing concepts, presentations, and infographics
- Experience managing multiple successful marketing projects of varying size and complexity for pharmaceutical brands such as Pfizer and AstraZeneca

ART TUTOR

2021 - Present | Superprof, Preply & UK Tutors, Global

Providing drawing and painting classes online for students of varying ages and expertise, helping them to develop their artistic eye, confidence and skills

FREELANCE DESIGNER

2021 | Anderson Zaks Ltd, Bracknell

- Independently designing symbols and logos for the company's card reader prompts and functions
- Introduced a more consistent, appealing graphic theme for the products whilst maintaining the company's existing colour themes

RIBA MENTEE - ARCHITECTURE

2019 - 2020 | Weston & Co Architects, Reading

Engaged in mentoring sessions alongside third year studies, gaining further understanding of the real world stages and processes of a design project on a day-to-day

DESIGN & RESEARCH INTERN

2019 | UROP Placement, Reading

- Independently designed a 3D Sketchup Model estimating how the excavated building would have looked in its use
- Prepared research investigating the extent to which health considerations were implemented in built structures in ancient societies

KEY SKILLS

- Strategic
- Fast Learner
- Design Thinking
- Adaptable
- Problem Solver
- Creative / Artistic
- Independent & Team Worker

PROFESSIONAL SKILLS

- Concept Design
- Photo Manipulation
- Site Analysis Studies
- Architectural Drawings
- Renders
- Sketching
- Visual Communication
- Graphic Design
- Illustration
- Photography
- Model Making
- Telephone Manner
- Customer Service
- File Organisation
- Knowledge of UK Building Regulations
- Knowledge of RIBA Stages of Work

OFFICE / DESIGN INTERN

2017 | Squire & Partners, London

- Gained insight into working with clients, contractors, and other departments on long term projects
- Assisting with design work from multiple departments to gain well-rounded knowledge of the different aspects of design projects and the company's workload distribution

ADMINISTRATIVE ASSISTANT / INTERN

2015 | Simmans Solicitors, London

• Filing and organising paperwork, posting mail, taking meeting minutes. Answering phone calls and assisting with client queries and booking appointments

PART-TIME

PERSONAL CARE ASSISTANT

2018 - 2021 | Dr Williams, Private Client, Reading

SEASONAL SALES ASSOCIATE

2018 - 2019 | Thorntons + Victoria's Secret, Reading

SALES ADVISOR

2017 | Holland & Barret, London

VOLUNTARY

CHECK-IN-AND-CHAT RESPONDER

2021 | Royal Voluntary Service, Remote

 Providing friendly support and company over the phone to lonely people in isolation due to Covid-19 impacts

DIVERSITY OFFICER

2019 - 2020 | Wantage Hall JCR, Reading

 Helping new undergraduates with their first year of university, making quality friendships and memorable events

SOFTWARE

- Adobe Photoshop
- Adobe Indesign
- Adobe Illustrator
- Adobe Premiere Pro
- Adobe Premiere Rush
- Adobe Lightroom
- Adobe Acrobat DC
- Autodesk Autocad
- Autodesk Revit
- Sketchup
- V-Ray / 3DS Max
- Canva
- Microsoft Office Suite
- Google Docs
- Google Powerpoint
- Google Excel
- Zoom
- Microsoft Teams

ADDITIONAL

- Charity Pancake Race
- Life Drawing Classes
- Net Experiment Workshop
- Casting Workshop
- End of Year Show Exhibition Group Competition
- Site Model -Group Project
- Urban Room Structure -Group Project

EDUCATION

2017 - 2020 UNIVERSITY OF READING

Bachelor's Degree - Bsc Architecture (2:1)

2015 - 2017 QUINTIN KYNASTON SIXTH FORM

A Level - Art (A), Government & Politics (C),

English Literature (C)

2010 - 2015 QUINTIN KYNASTON ACADEMY

GCSE - 10 (5 A*, 3 A's, 2 B's) including English, Maths and Triple Sciences

HOBBIES







Drawing & Painting

Photography Weightlifting & Gym

REFERENCES

Available Upon Request