

# 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)



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## 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

## EDUCATION

2017 - 2020	<b>UNIVERSITY OF READING</b> Bachelor's Degree - Bsc Architecture (2:1)
2015 - 2017	<b>QUINTIN KYNASTON SIXTH FORM</b> A Level - Art (A), Government & Politics (C), English Literature (C)
2010 - 2015	<b>QUINTIN KYNASTON ACADEMY</b> GCSE - 10 (5 A*, 3 A's, 2 B's) including English, Maths and Triple Sciences



## 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

## HOBBIES



Drawing & Painting



Photography



Weightlifting & Gym

## REFERENCES

- Available Upon Request