

Noor Banu Shaikh

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Professional Summary

Community-focused and organized professional with experience in managing operations, developing programs, and ensuring policy compliance in a community centre setting. Skilled in budgeting, team coordination, and supporting inclusive, engaging services for diverse populations.

Professional Experience

Vendor Representative – Rave Money Transfer App

August, 2025 | Community Event (BePraise)

- Represented Rave, a financial app specializing in money transfers from Canada to Nigeria, at a multicultural community event.
- Engaged with attendees to explain app features, benefits, and registration process.
- Assisted in branding efforts by distributing marketing materials and answering user questions.
- Promoted financial inclusion and built awareness among the Nigerian-Canadian community.

Event Assistant & Digital Content Creator

Nowruz Gala, Barrie Persian Association | July, 2025

- Captured real-time event experiences through photography and videography.
- Created engaging social media content to enhance event visibility.
- Edited and curated event photos and videos for promotional use.
- Dressed as a Persian doll to entertain and encourage audience participation in the photoshoot.
- Working in front of the camera motivates the audience to join.

Event Assistant & Digital Content Creator

Networking Night, Georgian College | April 9, 2025

- Set up a visually appealing booth, including product placement and on-site photography for digital content use
- Demonstrated excellent communication and presentation skills in a fast-paced environment
- Collected feedback and insights from attendees to support future event improvements and content strategies.
- Captured high-quality product and event photographs for digital marketing and social media content.

Key Skills

- Event planning, coordination, and logistics management
- Improvisation, adaptability, and crisis management in dynamic environments
- Strategic planning, decision-making, and problem-solving
- Customer service excellence with strong client relationship management
- Interpersonal, verbal, and written communication skills
- Organization, scheduling, and time management
- Prioritization, multitasking, and deadline management
- Independent initiative and collaborative teamwork in group settings
- Google Workspace (G-Suite): Docs, Sheets, Slides, Drive, Calendar
- Data management and analysis using relevant software tools
- Familiarity with Pride Toronto operations and programming
- Community engagement with 2SLGBTQI+ individuals and organizations
- Bilingual: English (Fluent) & French (Basic)

Education & Certifications

Postgraduate Diploma – Digital Content Creation & Strategy Planning

Georgian College, Barrie, Ontario | Sept 2024 – Dec 2025

Postgraduate Diploma – Event Management

Georgian College, Barrie, Ontario | Completed 2024

Other Experience

Crew Member

McDonald's, Dunlop Street, Ontario | April 2024 – April 2025

- Provided exceptional customer service, ensuring a positive guest experience.
- Maintained efficiency in order fulfillment and kitchen operations.
- Handled cash transactions and resolved customer concerns professionally.
- Gained experience in food preparation, kitchen management, and teamwork.

519, Volunteer

Canvasser Team | January 2025

- Community outreach & engagement with diverse groups
- Fundraising & donor relations through door-to-door and event-based canvassing
- Public speaking & persuasive communication

Interests

Face Painting || Modeling || Henna || Cooking || Travelling

Projects

Podcast Assistant

Mild Studio, Barrie | March 2025

- Assisted in setting up technical equipment for a remote podcast.
- Participated in podcast interviews and facilitated audience engagement.
- Encouraged guests to use the photobooth for social media content.
- Singing and collecting data sheets of the audience participating.