



# LAIBA SAQLAIN

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Digital Portfolio: <https://www.laibasaqlain.com/>

## PROFILE AND EDUCATION

**Undergraduate Degree: Bachelor of Arts (BA) in Film Studies from Western University**

**Certificate: Google Certificate in UX Design**

Reliable and highly passionate individual, with great enthusiasm and a desire to enhance current skills and gain new and meaningful experiences. Looking to work individually or within a team setting in a professional working environment.

## ACCOMPLISHMENTS, EXTRACURRICULARS, CERTIFICATIONS

- **President of Western Undergraduate Film Society (WUFS):** September 2022 – April 2023
- **Promotions and Communications Lead at Connect-IT:** September 2022 - April 2023
- **Creative Team Member, Videographer, Video Editor of TEDx Western U:** January 2023
- **Western Smartphone Film Festival (Canada Wide):** Second Place Winner in 2021
- **Western Film Festival (University Wide):** Third Place Winner in 2021
- **Certifications:** AODA, IASR, High-Five, and CPR/First Aid

## QUALIFICATIONS AND VOLUNTEER HISTORY

- **Video/Digital Editing:** DaVinci Resolve, Final Cut Pro, Adobe Creative Cloud, Premiere Pro (5 years of experience)
- **Graphic Design:** PhotoShop/InDesign, Canva Pro, Figma (5 years of experience)
- **Email Marketing/Copywriting:** Co-creator of 2 email and LinkedIn Newsletters, sent to approx. 14K candidates and 10K clients every month
- **Other:** HTML and CSS (7 years of experience)
- **TEDx Western U (2023):** Videography for TEDx event, using Sony PMW-EX3. Video editor as well, using Adobe Premiere Pro
- **So The Theory Goes (2021):** Published film reviews for an online film studies company, based in the UK
- **Upwork Freelance (2020):** Edited videos for a global marketing company (SODA) and Toronto-based realtor

## EMPLOYMENT HISTORY

- **Bilingual Source - Graphic Designer and Video Editor [Full-Time, Hybrid, Remote as of August 2023]** Dec 2022 – Jan 2024
  - On the Marketing team, producing all graphics and videos for internal and external sourcing/social media
  - Instrumental in the 2023 re-branding, as well as the 2024 website re-design, working with the web developers
  - Sole graphic designer of the logo rebranding, creating a new logo kit for the company which was launched in Jan 2024
  - Primarily worked with DaVinci Resolve, InDesign, Canva Pro, Figma, and Photoshop
- **Canadian National Institute for the Blind - Videographer and Video Editor [Contract]** March – July 2023
  - "Ask a Blind Person": Recorded interviews with the CNIB community over Zoom, editing them into four, 3 minute long videos
  - General PSAs: Managed a group of 5 actors, being the sole videographer and video editor for two, 2 minute long PSAs
  - Used a LUMIX G95, Neewer lighting, Rode Wireless GO II microphones to film, and DaVinci Resolve to edit
- **Western University Housing Dept: Connect-IT - Technical Support Coordinator [Part-Time]** Aug 2021 – Apr 2023
  - Managed students working the University's technical support hotline, performing advanced troubleshooting
  - Chaired board meetings between Coordinators every 6 weeks - attending the meetings weekly otherwise
- **YNCU - Summer Member Service Representative [Full-Time, Contract]** May – Aug 2022
  - Processed members' transactional requests (deposits, withdrawals, transfers, etc.)
  - Referred members to their portfolio managers and spotted large investment opportunities
- **City of Mississauga – Creative Writing Instructor [Full-Time, Contract]** Jun – Sept 2021
  - Full-time instructor for two, half-day Creative Writing Summer Camps (weekly projects with a self-made curriculum)
  - Worked with children aged 7-9 every morning, and children of ages 10-14 each afternoon - sole caretaker of 10-15 children