



NADINE BEIRUTI

DESIGNER AND PRODUCTION ARTIST

nadinebeiruti@gmail.com
linkedin.com/in/nadinebeiruti/
+1 (647) 401 9303
Toronto, Ontario

A detail oriented admin specialist with a versatile skill set and a diverse, extensive background ranging from administration and management to design and photography. I don't hesitate to put myself out there, learn from my peers and obtain set goals.

WORK EXPERIENCE

Freelance Set Dresser

Canon Canada via Nice Shoes

SEPTEMBER 2020

Worked on a high profile TV Commercial set, organizing assets and setting up pre production equipment and layout. Successfully printed and organized over 500 photo assets for the client.

Administrative Intern

Coalition Music

AUGUST 2019 - DECEMBER 2019

- Coordinated 15+ roster artists by auditing streaming platforms, tracking tours, online press and social media trends.
- Managed day to day front desk duties and provided administrative support and long term planning.
- Produced and updated internal newsletters and company's blog posts.
- Photographed and edited social media photos and one sheets for high profile Canadian artists.
- Designed and edited album and merchandise artworks.

Assistant Operations Manager

Gap Canada

OCTOBER 2018 - JULY 2020

- Created effective action plans that increased sales results by 25%.
- Coordinated weekly staff schedules that improved overall performance and productivity by 10%.
- Successfully recruited, trained and lead 20+ employees across two different store locations.

Team Leader | Brand Ambassador

Beats by Dre via The Loop Agency

NOVEMBER 2017 - SEPTEMBER 2018

- Introduced pop up activations at various store locations across the GTA for a high profile client.
- Increased brand awareness by engaging with over 1000 consumers per month.
- Produced 100+ consumer reports which presented initial oversights at future company events.

Team Leader | Visual Specialist

Gap Canada

JULY 2014 - OCTOBER 2018

- Exceeded expectations of creating in store presentations by mixing and matching compelling styles.
- Successfully installed 26+ floorsets which lowered loss prevention by 20%.

Photobooth Supervisor | Brand Liaison

Social Photobooth Toronto

APRIL 2015 - JANUARY 2016

- Successfully managed photobooth installations across 40+ events.
- Liaised with clients and hotel vendors across the downtown Toronto core.
- Designing various backdrops and scrapbooks for various event initiatives.
- Promoted the company's brand on their various public social media pages.

Music Research Intern

Indie Pool

JUNE 2013 - JULY 2013

- Managed and categorized musical inventory into genres for TV and film licensing.
- Conducted industry research of artists and optimized internal database.
- Merchandised and packaged musical albums for distribution to artists.

EDUCATION

University of Guelph

Bachelor of Arts (BA) in Studio Art
Honours Program
Graduated with distinction

KEY SKILLS

