
Simran Sidhu

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EXPERIENCE

Assistant Manager (Remote) | Arrowcore Group; New York, NY — 2022 - 2026

- Managed and assisted in drafting project scopes, and effectively communicating with clients to support and develop vendor contracts
- Proficient in the Microsoft Office (PowerPoint, Excel, Word), responsible for editing reports and additional presentations
- Responsible for drafting client presentations and reports
- Managed and mentored junior staff and ensured proper communication to troubleshoot and finalize within tight deadlines
- Communicated and undertook leadership roles to assist staff, delegate responsibilities, and ensured smooth and timely completions of projects and deliverables
- Managed multiple client accounts while balancing multiple conflicting priorities, showcasing strong management skills while balancing strict deadlines with great attention to detail

Graphic Designer (Remote) | Office of NY State Assemblywoman Jenifer Rajkumar; Woodhaven, NY — 2021-2022

- Head designer responsible for design drafts and edits of event posters, banners and documents
- Worked closely with the assemblywoman for editing graphics and correcting official documents
- Collaborated with cross-functional teams to conceptualize and execute campaign flyers, banners and posters
- Communicated and worked with various team members for multiple edits and last minute fixes while managing and troubleshooting several key design projects

SOFTWARE PROFICIENCY

Microsoft Office (*PowerPoint, Excel, Word*), Adobe Suite (*Photoshop, Illustrator, Premiere Pro, After Effects, Acrobat Pro, Media Encoder*), Autodesk Maya, Houdini, Shotgrid, Nuke, Blender, Unreal Engine, Z-Brush, Substance Painter

EDUCATION

School Of visual arts, New York — Bfa computer art, computer animation and visual effects, 2022
Chairman's Merit Scholarship Award

SKILLS

Problem Solving and Troubleshooting, Project Management, Organizational and Management, Prioritization of tasks, Attention to Detail, Teamwork and Collaboration, Communication, Writing, Creativity

LANGUAGES

English, Hindi & Punjabi