

Alisha Chauhan

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SUMMARY OF QUALIFICATIONS

- Experience pitching and generating story ideas, creating multimedia components with multiple stories published for On The Record News.
- Efficient worker with the ability to plan, ideate, and generate detailed written and visual content both self-sufficiently and collaboratively interning at Cityline.
- Articulate oral communicator with 2 years of experience working in the retail industry, identifying customer needs and proactively resolving any issues.

EDUCATION

Bachelor of Journalism (BJourn)

2018 – 2022

Toronto Metropolitan University, Toronto, ON

- Relevant Courses: Photojournalism, Radio and Podcasting Basics, Feature Reporting Workshop, Fashion Journalism, Reporting on Indigenous Issues, and Global Campus Studio Supercourse
- Currently enrolled in Newsroom Masthead, which runs the student-led publication On The Record News
- Cumulative Average: 87%

WORK EXPERIENCE

Receptionist, Accurate Heart Diagnostic Centre, Brampton, ON

May 2021 - Present

- Extended a friendly greeting to all patients and managed scheduling, paperwork and office procedures within a fast-paced environment with 5 working cardiologists.
- Expedient in processing patient check-in/check-out, coordinating physician schedules and maintaining patient flow by communicating patient arrivals and delays.
- Introduced a new appointment scheduling system, saving cardiologists an average of 8 work hours a month. Trained two other receptionists in using the system.

Digital Intern, Cityline, Toronto, ON

May 2022 – August 2022

- Pitched and wrote articles for the Cityline website related to lifestyle, fashion and beauty.
- Clipped and edited daily video episodes into segments to publish on the Cityline website.
- Created articles for the Cityline website associated with daily segments aired on Citytv.
- Created weekly fashion boards using Canva and Adobe Photoshop for Cityline's Instagram page.
- Managed Cityline's Amazon Storefront and affiliate linking within articles for their website.

Sales Associate, Browns Shoes, Halton Hills, ON

May 2019 – May 2021

- Assisted customers in having a pleasant shopping experience by attentively listening to their concerns and suggesting items to meet their needs.
- Achieved daily sales goals in order to help the store meet its monthly sales by being knowledgeable in all the products offered.

ACTIVITIES

BIPOC Students' Collective, Ryerson University, Toronto, ON

Sept 2019 - Apr 2020

- Generated social media content that brought attention to black-owned businesses in Toronto.
- Fostering an anti-racist environment through collaborating and organizing campaigns and events.
- Addressing concerns and challenging systemic institutional and overt racism at Ryerson.

SKILLS AND INTERESTS

- **Skills:** Conversational proficiency in Punjabi, and Hindi; High Proficiency in Adobe Audition, Canva, Photoshop, Premiere Pro, Microsoft Office, Wordpress, and Google Docs; Proofreading and Editing; Content Creating; Sales.
- **Interests:** 35mm Film Photography; Fashion; Music; Fitness; Reading; Travelling