

TAHARIMA HABIB, MSc

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SUMMARY OF QUALIFICATIONS

Languages (6): English (*spoken & written - Native*), French (*spoken & written - Native*), Bengali, Hindi & Urdu (*spoken - Native*), Spanish (*spoken & written - Working proficiency*)

Over 7 years experience with on-the-ground bilingual NPO/Charity public outreach and **high level communications strategies, programming scaling, corporate and community partnership building, leadership mentoring and project management.**

Technical Skills: Experienced with Microsoft (Word, Excel, Powerpoint), Adobe Creative Suite (Acrobat, Illustrator, InDesign), Google Workspace, Website Building Platforms with or without CRMs (Nationbuilder, Squarespace, Wix, MultiScreen), Social Media platforms (Facebook, Instagram, LinkedIn, Twitter), Design platforms (Canva Designs, Milanote), PM platforms (Monday.com, Asana, Notion, ClickUp, AirTable)

PROFESSIONAL EXPERIENCE

January 2022-Present. Founder & CEO

Taharima Habib Consulting, Montreal, QC

www.taharimahabib.com

- 2021. **Pure & Applied:** Facilitated the company visioning and laid the groundwork for employee + leadership performance tracking before an expansion phase for the consulting and research company
- 2021. **Health Common Solutions Lab's Neighbours Program:** Designed and facilitated creative and interactive workshops for the Toronto-based organization, delivering their research based content about health care and service access to older adult audiences and partner community organizations.
- 2021-2023. **The Caravanserai Project:** Co-designed and facilitated a series of Leadership, DEI and Board of Directors training workshops for the organization based out of Palm Springs, CA, working with board of directors and executive staff members of mission-driven organizations in the Inland Empire on strategically growing their DEI departments.
- 2022-2023. **Rainbow Refugee:** In collaboration with Social Impact Consulting, THC designed, mapped and launched the communications front of the first ever holiday fundraising campaign (#AJourneyForward) for this Vancouver based organization that works directly with 2SLGBTQIA+ refugee claimants to find safer passages to a better life in Canada. Additionally, THC worked in setting up all the communications and donors-centric content (including web work, social media strategy, and writing up outreach templates) for the Summer Monthly Donor's campaign (#TheJourneyContinues) and coaching their in-house staff on taking the lead of the campaign and becoming more familiar with donor stewardship.
- 2022-2023. **Center for Community Organisations (COCO):** Planned and facilitated their annual ops meetings with the staff team, revising all deliverables, ongoing projects and mapped out how to build a schedule for the organization that is capacity and strength focused. I also facilitated their AGM.

2020-2021. Youth Friendly Program Lead

Apathy is Boring, Montreal, QC

www.youthfriendly.com

- Worked directly with executives from Deloitte and RBC to develop the business models and strategies in the short and long run for the program, as well as have bi-weekly meetings with a legal council to really understand what it's like running an ethically sound business as a subordinate of a charity organization.
- Ensured the smooth tracking of potential and current clients and partners by actively updating CRM databases with new contracts and outreach activities.
- Accelerated and solidified the re-launch of the Youth Friendly program through robust marketing strategies with Advertising and PR consultants within the first 3 months of my role.
- Established high profile clients by curating and facilitating workshops and presentations to their needs, including the Prime Minister's Youth Council and the Duke of Edinburgh Awards Program.
- Slashed program budget by half by building the program website myself on Squarespace while guaranteeing the fidelity to brand guidelines and objectives.

2018-2020. Communications Coordinator

Apathy is Boring, Montreal, QC

- Contributed to the increase of our social media following on Instagram by creating original content series and engaging directly with youth audience with information content on the BLM movement, supporting BIPOC businesses and initiatives
- Solidified our organization's standing as a leader in youth democratic engagement by producing and managing content for online and offline youth GOTV campaigns for our partnerships with Elections Canada and Elections Alberta, contributing to an increase in youth online engagement to elections related content and tracking new registered youth voters across the country

2017-2018 (November - September) Freelance Strategic Planning Consultant

Conseil Interculturel de Montréal, Montréal, QC

- Studying the city's council for intercultural relations, its mandate, past cases and bylaws and facilitating a day-long strategic planning session, including a robust fundraising strategy
- Ensured the proper gelling of the team by curating team building workshops specifically catered to the council members needs and mandate

EDUCATION

2016. Masters of Sciences: Microbiology and Infectiology

Faculty of Medicine and Health Sciences, Sherbrooke University, Sherbrooke, QC

Thesis: PICH115, a Novel Host Cell Cofactor of HIV-Tat Trans Activation Protein

CERTIFICATIONS

2021. CAPM: Certificate in Assistant Project Management by *Project Management Institute*

2021. Deep Diversity Leadership Skills for Inclusive Workplaces & Brave Conversations: Transforming Workplace Conflict by *Anima Leadership*