

SOULEIMA BASHA

802-221 rue St-Jacques
Montréal QC, H2Y 1M6

bsouleima@gmail.com
www.souleimabasha.com
(514) 804-2024

LEADERSHIP QUALITIES

- Supervision & Delegation
- Project Planning
- Research & Documentation
- Management
- Health & Safety
- Problem Resolution

PROFESSIONAL EXPERIENCE

2015-Present

EPIC PHOTO OPS, BASED IN CALGARY, ALBERTA

Montréal, Québec/ Ottawa, Ontario/ Toronto, Ontario/ Paris, France

Epic Photo ops promises and delivers an epic experience while being in comic fan- conventions such as FAN EXPO Canada and COMICCON Canada

PHOTOGRAPHER Montréal, Québec / Ottawa, Ontario

Responsible for taking photographs of the guests with the attendees. Tracking number of shots taken, limiting retakes. Ensuring satisfaction of guests and agents as well as attendees in order to provide everyone involved an epic experience

STAGE MANAGER Toronto, Ontario

Having the responsibility of communicating with the show coordinators to ensure that all parties involved such as guests, managers, agents and show directors are well aware of timing and booth numbers. Thus avoiding having to resolve time conflicts.

VOLUNTEER SUPERVISOR Montréal, Québec/ Ottawa, Ontario/ Paris, France

Task delegation and supervision of work. According breaks and substituting volunteers.

Ensuring quality and enjoyment of tasks given.

2018 to 2019

THE LEUKEMIA & LYMPHOMA SOCIETY OF CANADA

Montréal, QC

The Leukaemia and Lymphoma Society of Canada's work goes beyond fundraising and event planning, It's mission is first and foremost to support patients and their families navigate an extremely difficult time in their lives because the LLSC's philosophy 'Beating Cancer is in our Blood'

FINANCIAL ADMINISTRATOR, OFFICE MANAGER, ADMINISTRATIVE ASSISTANT

Responsible for creating, coding and paying invoices, managing donations, bank deposits and data entry

Managing tax receipting inquiries, handling budgets and forecast for the province of Québec and the Atlantic regions

Handling the accounting tent in the regional *light the night walk* in both Montréal and Ottawa

Managing expense reports and company credit cards for the Québec and the Atlantic team

Supply orders, receiving and handling incoming calls as well as voicemails, sending office updates to the team Shipping documents, general reception and administrative tasks.

Office management, public relations with building management.

2011 to 2018

SUN LIFE FINANCIAL, Montréal, Québec

Creditor Medical Underwriting, Client Solutions

Sun Life Financial continues to be a leader in investment markets and the client Solution division always strives to outdo its own records in terms of customer service and is constantly aiming to learn how it can better serve our plan members.

ADMINISTRATIVE ASSISTANT

Complete handling of scheduling and organization. Document creation and updates.

Supply orders, ensuring that the team's work is dispatched evenly and fairly. Clearing out department's inbox. Subsequent ordering of medical information required for file assessment and sending payment requests for clients and clinics

TELEPHONE ATTENDANT, INCOMING

Call reception and appropriate handling, transfers, call back requests, or paper documentation. Voicemail reception and handling

TELEPHONE ATTENDANT, OUTBOUND

Client Outreach, call attempts to clients in order to conduct medical telephone interviews to assess eligibility for insurance. Client support and documentation in internal database

ACADEMIC BACKGROUND

BACHELOR OF FINE ARTS (Major in Print Media) Obtained with distinction 2003-2007

Concordia University, Montréal, Québec

STUDIES IN LIBERAL ARTS / INDEPENDENT STUDENT

2000-2003

Concordia University, Montréal, Québec

DEC IN DIGITAL IMAGAERY / 2D&3D COMPUTER ANIMATION

1999-2000

Cyclone Arts& Technologies "Centre de formation en Imageries Numérique", Montréal, Québec

DEC IN LIBERAL ARTS

1996-1998

John Abbott College, St. Anne de Bellevue, Québec

SOFTWARE ABILITIES

OPERATING SYSTEMS/ SOFTWARE: Windows, MAC OS X, MS Office, MS Lotus Notes, Raiser's edge, Adobe Creative cloud

LANGUAGES

FRENCH: read, spoken, written
ENGLISH: read, spoken, written
ARABIC: read, spoken, written

PROFICIENCY COURSES/ FIELD WORK/ VOLUNTEER POSITIONS/

- 2019** - CNESST First aid training certification from *Groupe Santé Langevin*
- 2010-2011** Student-Studio Monitor, Lithography Studio E.V Building. Concordia University, Montréal
- 2008- 2009** Teacher's Assistant,
Introductory Lithography class PRNT 221/2 and PRNT 221/4 taught by Prof. Stephanie Russ
- 2008** -Artist Talk. Zayed University, Abu Dhabi U.A.E
- 2007** -Photographer for a CAMP event, (Council for the Advancement of Muslim Professionals) Montreal
-Graphic Design work for Rafah Jouejati
-Volunteer Position, Student monitor in Printmaking, Concordia University
- Set and Props Design for the theatrical play SPHR (Solidarity for Palestinian Human

- Rights) A Concordia/ McGill Students Association. *Citizenship Palestine*, Montréal/ Ottawa
- 2006**
- PRIN 451 Projects in Print Media/ Advanced Exploration with Professor Judy Garffin
 - Adobe Photoshop CS2 Workshop, Concordia University
 - WHIMIS (Workplace Hazardous Material Information System)
 - Field Work and research in Cairo, Egypt. For Generative Design Project for Hexagram, coordinated by Dr. Cheryl Dudek
 - Field Work and research in Syria (Hama, Aleppo, Damascus) For Generative Design Project for Hexagram, coordinated by Dr. Cheryl Dudek
- 2005**
- PRIN 498 C Special Topics in Print Media Advanced Master Printer with Professor Mathew Letzelter
 - DRAW I Independent Study- Advanced Drawing with Artist/ Professor Michelle Delisle, Italy.
 - Field Work and research in Italy (Rome, Bolsena, Aquapendente, Florence) For *-La Classe de Madame Garffin*, Atelier Circulaire
- 2004**
- PRIN 398C Special Topics in Print Media Advanced Master Printer with Professor Mathew Letzelter
- 2003**
- PRIN 351 Digital Print Process with Professor Shawn Bailey
 - Adobe Illustrator Workshop, Concordia University
- 2001**
- T.T.K Training, TouTenKartoon. Canada
- 2000**
- Adobe Photoshop Class, Cyclone Arts& Technologies
 - Softimage, Softimage Particles, Softimage Eddie, US Animation, UNIX, Cyclone Arts& Technologies
- 1999**
- Prop Design for *Lysistrata*, John Abbott College

RESIDENCIES/ GRANTS

2007

Ateliers Graff, Montréal, Québec

EXHIBITIONS

2011

-“*Portraits in Waiting*” Bibliothèque de L’Île-Bizard, Montréal, Québec
- *International Print Exchange*- Green Door Printmaking Studio. Derby United Kingdom
- “*Fragments*” INDEXG Gallery, Scotiabank CONTACT Photography festival Toronto, Ontario
- *The Artist Project 2011*, Toronto, Ontario
-*The Box Project*, ARPRIM, Regroupement pour la promotion de l’art imprimé. Montréal, Québec

2010

- *The Artist Project 2011* Promotional booth, *One of a Kind Arts and Fair Show*, Toronto, Ontario
- *Squarefoot Exhibition*. AWOL Gallery and Studios, Toronto, Ontario
- *2nd Biennial Footprint International*, Center for Contemporary Printmaking. CT. U.S.A
- *Concordia boxCarr, Print Exchange 2010*, Vancouver, Montréal. Canada

2009

- *The Artist Project 2010*, Toronto, Ontario
- *Squarefoot Exhibition*. AWOL Gallery and Studios, Toronto, Ontario
- *Printzero Studios Exchange 6*. University of Regina, Canada
-*Printzero Studios Exchange 6*. Seattle. U.S.A
- *Printzero Studios Exchange 6*. Mouseprint Gallery. Montréal, Québec

2008

- *1st Biennial Footprint International*, Center for Contemporary Printmaking. CT. U.S.A
- S.P.A (Student Print Association) Print Exchange V.A.V Gallery, Montréal, Québec

2008

- S.P.A (Student Print Association) Print Exchange V.A.V Gallery, Montréal, Québec

2006

-*La Classe de Madame Garffin*, Atelier Circulaire, Montréal, Québec

2006

-*Open Monoprint Studio*, Toronto, Ontario

2006

-*Überculture Collective*, Montréal, Québec

- 2005 - *Annual Print Show* V.A.V Gallery, Montréal, Québec
- 2001 - *Group Print Exchange*, Concordia University & Tyler School of Art, Montréal, Québec and Elkins Park, PA, December

FUNDRAISERS

- 2006, 2007 Concordia University fundraiser events for S.P.A (Student Print Association)

ASSOCIATION/ AFFILIATIONS

- SPA (Student Print Association) Concordia University
- Le Regroupement d'Artistes Le Levant
- Comité de Decors, Pierre-Laporte
- Membre de l'Atelier Graff

EMPLOYMENT IN ART

- 2007-2008 **Generative Design Project** Founded by Hexagram (Concordia University, UQAM and Université de Montréal)/ SSHERC, FO RBC
Research Assistant for Dr. Dudek: Historical information gathering/ Documentation/ Field entering
Research assistant for Dr. Dudek
Historical documentation
Researching historical information, Gathering/ Cross Referencing/ Deducing/ Documentation
Field and data entering

Generative Design Project Founded by Hexagram (Concordia University, UQAM and Université de Montréal)/ SSHERC, FO RBC

Site Photography/ Research for Dr. Dudek in
Egypt: Cairo/ Syria: Aleppo, Hama, Damascus
Researching historical sites to be
photographed.

Photographing sites and details relevant to
research

Scanning developed Slides

Labeling and classifying scanned slides

Documenting photos

2001- 2004

TouTenKartoon Canada, Montréal, Québec
Colouring /Shadowing

Television series 2001: *XDuckx, Lucky Luke.*

2002: *Jacques Cousteau's Oceans Tales, Malo
Korrigan and the Space Forest.* 2003: *Ratz.*

2004: *Totally Spies, Martin Mysteries.*

2000-2001

**La Fête Animation (Television Contes Pour
Tous Production Inc.)**

Montréal, Québec

Compositing

Television Series 2001: *Turtle Island*

**La Fête Animation (Television Contes Pour
Tous Production Inc.)**

Montréal, Québec

Coloring /Shadowing

Television Series 2001: *Turtle Island*

**La Fête Animation (Television Contes Pour
Tous Production Inc.)**

Montréal, Québec

Model-Pack Coloring (MDS)

Television Series 2001: *Turtle Island*

COLLECTIONS

-Private Collection across Canada, United
States and Abroad.

-National Library of Montreal

-Tyler School of Art, PA, United States

-Atelier et Galerie Graff

-Concordia University (Department of Print/
Fine Arts)

