

B/A

Bushra Altaf

SUMMARY

Highly organized and detail-oriented professional with strong work ethic and dedication to achieving goals. Skilled at developing and maintaining documentation systems, managing calendars and preparing reports. Knowledgeable in project management principles, business processes and customer service best practices.



ADDRESS

House # 66, Street # 3,
Shahzad Town,
Islamabad



PHONE

03136567037



EMAIL

bushraaltaf70@yahoo.com

EXPERIENCE

Creative Manager|Ben Daood Studios

July 2024 - Current

Job description:

- Managed and mentored internal team of digital designers and editors.
- Partnered closely with senior leadership and creative team to accumulate and disseminate best practices.
- Handled client communications and led meetings, providing clear direction and consistent updates on design progress.
- Developed artistic visual products while working within defined technical constraints.

Artist/ Art Teacher| Commodore's Learning Foundation

June 2021 – July 2024

- Taught classes on painting, collage, and color theory.
- Contributed to creative process through original ideas and inspiration.
- Consulted with clients to discuss commission ideas and style preferences to create mutually agreeable project parameters.
- Participated in creative brainstorming sessions to develop new ideas or improve existing ones.
- Made use of materials, such as ink, charcoal, acrylic paints, and pencils to complete unique piece for customers.
- Created commissioned artworks for private clients.

EDUCATION

COMSATS University, Islamabad

BS Biosciences (2015 – 2019)

CGPA 3.55

REFERENCES

Available upon request.