

GIFER KHAN

giferkhan@gmail.com | 763-339-9785 | giferkhan.com

WORK EXPERIENCE

DESK ASSISTANT

Aug 2018 - Present
St Cloud, Minnesota

@ KIEHLE VISUAL ART CENTER - Department of Art at St Cloud State University.

- The first point of contacts for students, provide assistance on daily office needs.
- Assist with equipment checkout.
- Create promotional material.

PUBLIC RELATIONS OFFICER

Aug 2018 - Present
St Cloud, Minnesota

@ BANGLADESH STUDENT ASSOCIATION

- Designed & distributed promotional material.
- Created website & conducted Facebook ad campaign, generating organic impression over 60%.
- Assisting with fundraising efforts. Raising over \$3000 and securing sponsorship from Deserve & Star Of India.

WORDPRESS DEVELOPER

March - April 2019
Freelance Project
<http://bit.ly/ufo-atlanta>

@ UPLIFT FUTURE ACADEMICS

- Developed Wordpress based website for an Atlanta based startup.
- A learning management system allowing students to learn online.

PHOTO GRAPHER

April 2019
<http://bit.ly/msnight>
St Cloud, Minnesota

@ MALAYSIAN STUDENT ASSOCIATION

- In charge of camera to capture memories of the event.
- Shoot and edit video of the event.
- Create promotional trailer to draw audience in the next event.

COMMUNITY MANAGER

Jan 2013 - March 2013
Dhaka, Bangladesh

@ GLOBATT - Automobile battery producing company in Bangladesh by Rahimafrooz.

- Developed application to organize sweepstake based contest on the Facebook page.
- Analyze the statistics and run Facebook ads.
- Managed social media accounts, interact with the customer.

EVENT COORDINATOR

March 2015 - Dec 2015
www.fb.com/REE4TD
Kuala Lumpur, Malaysia

@ DMC CLUB - Student organization at INTI International University.

- Collaborated to arrange Fiction 21 an exclusive event to allow students to explore Mass Comm fields.
- Organized CSR event to create awareness amongst people. Drawing over 400+ audience on the event night.

EDUCATION

St Cloud State University
St Cloud, MN.
Major in Mass Communications
Minor in Human Relations
Graduation August 2019

INTI International University
Kuala Lumpur, Malaysia.
Diploma in Mass Communications
Graduated Dec 2015

EXTRACURRICULARS

MEMBER @ ADFED

Collaborated to design a plans book and advertising plan for Ocean Spray.

CO-ORDINATOR @ JAAGO FOUNDATION

Assisted to plan an event on Universal Children Day in Dhaka.

VOLUNTEER @ YOUTH MAKING IMPACT

Participated in a fundraiser for the underprivileged children.

WP DEVELOPER @ LISHERA

Developed the website using WordPress.

SKILLS



Content Creation



Digital Marketing



MS Office



Wordpress/
CMS

English, Bengali, Hindi, Urdu
HTML5
CSS
SEO/SEM
Adobe Premiere Pro
Adobe Dreamweaver
Adobe Photoshop
Adobe InDesign
Canva

