RESUME



MOHADESEH MASOUMI

Executive Assistant

Education

Bachelor of Industrial Design (In Progress)
Islamic Azad University, Central Tehran Branch
2023 – Present

Vocational Animation Diploma
Azadegan Technical and Vocational High School
2023

Skills & Tools

Productivity & Daily Tools:
Google Workspace, Advanced Google Sheets, Notion, Time Management & Task Prioritization.

Applied AI Tools:
ChatGPT, Claude, AI Agents (Research, Drafting, Operational Planning).

No-Code Tools:
Hands-on experience building simple workflows in n8n and Zapier.

Design & Creative:
Figma, Adobe Photoshop, Adobe Illustrator.

Soft Skills:
Clear & Effective Communication, Problem Solving, High Accountability, Rapid Adaptability.

Languages:
Persian (Native), English (Professional Working Proficiency), Turkish (A1).

Professional Summary

For me, the word "dead-end" has never existed. Since childhood, I viewed the world and its challenges through a distinct lens: wherever a knot formed, no matter how arduous or lengthy the path, I refused to walk away until I engineered a solution. My professional journey began with design and aesthetics, but I quickly discovered a deeper truth: true design was never merely drawing or building a product, but architecting clear pathways through crises. I am fascinated by building systems and operating structures that make hard tasks simple and fluid. I transform chaos, raw ideas, and operational friction into disciplined processes, intelligent automations, and executable structures.

Work Experience

Executive Assistant to Senior Leadership | Office of Chairman & Founder — Ekeepa & Mindroo — 2026 – Present

- Direct assistant to Hamed Fallahi in managing and scheduling executive and personal affairs.
- Coordinating business meetings, prioritizing daily agendas, and tracking project deliverables across teams.
- Building and maintaining practical financial and operational tracking sheets in Google Sheets across branches.
- Daily utilization of AI agents (such as Hermes) and LLMs to accelerate research, correspondence, and admin workflows.

Social Media Manager & Visual Designer (Freelance) | SiMo Detailing 2025 – Present

- Built brand digital presence from scratch, managed publishing schedules, and directed editorial calendars.
- Executed end-to-end print and digital design assets including business cards, product catalogs, letterheads, and brand identity.
- Utilized AI tools for content ideation, scriptwriting, and consistent publishing workflows.

Graphic Designer & Content Specialist (First Period) | Ekeepa 2024 – 2025

- Designed visual assets and produced multimedia content for official brand and social channels.
- Executed a 2-month marketing campaign with verified audience engagement.
- Initiated hands-on learning of n8n, implementing simple workflows connecting lead forms to internal spreadsheets.

Senior Graphic Designer (Part-Time) | Tileh Creativity House 2023 – 2024

- Led end-to-end visual design, brand identity, and board game production.
- Designed complete board game items (cards, boards, packaging, rulebooks) for universities and organizations (Soore University, AbanTether).
- Supervised print-production workflows from initial mockups to final physical delivery.

Graphic Designer & Content Specialist (Part-Time) | Mastaneh Clinic 2023 – 2024

- Designed social media visuals and promotional clinic marketing collateral.
- Structured and maintained regular editorial calendars and managed audience engagement.

Graphic Designer | Hashour Studio 2022 – 2023

- Delivered diverse visual brand identity systems, digital designs, and commercial print assets.

Get in Touch

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