



SELVIA GERGES
EVENT MANAGER & DESIGNER
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RESUME SUMMARY

Studious, vibrant, and imaginative, I am an Event Designer specializing in immersive experiences, bespoke props, florals, and thematic environments. Driven by a passion for innovation, I create captivating, high-impact projects that engage audiences and leave a lasting impression.

- ★ **Event & Production:** 5+ years in Themed design, scenic painting, rigging, set dressing.
- ★ **Software Proficiency:** 10+ years in AutoCAD, Adobe Suite, Microsoft Office, digital fabrication tools.
- ★ **Creative Expertise:** 5+ years in floral artistry, props, handcrafted gifts, venue décor.
- ★ **Master of Fine Arts:** Themed Entertainment Design (2019)
- ★ **Bachelors:** Interior Design (2014)
- ★ **Multilingual:** Fluent in Arabic, French, English, basic: Spanish, German
- ★ **Project Coordination:** Scheduling, logistics, budgeting, vendor & client relations.
- ★ **Administrative & Communication:** 10+ years in coordination, customer service, and leadership.
- ★ Open to relocation for career opportunities.

PROFESSIONAL EXPERIENCE

Theme & Immersive Designer

Selvialore (Freelance), ON. | 2020- Current

- ★ Purchase and package gifts and other materials
- ★ Floral Masterpieces incl. (Sympathy, holidays, weddings, etc.)
- ★ Private children care services for all needs and abilities

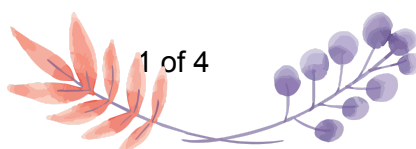
Head of Arts Department

Agora Prep Academy, ON. | 2023- Current

- ★ Teach French Drama and Art to students across various grade levels
- ★ Develop learning software and educational resources for school
- ★ Manage resources, supplies, and curriculum for staff

Coach | 2022-2023

- ★ Assist children with reading and writing difficulties
- ★ Develop interactive games for children
- ★ Supervise playgrounds and field trips.
- ★ Curriculum concept developer
- ★ Teach French Drama and Art



Event Management & Coordinator

Elite Wedding & Events, ON. | 2019-2022

- ★ Manage volunteered staff of 20-50 people
- ★ Research, plan, book events and allocate transportation when needed
- ★ Liaison with suppliers and vendors to assist the client in executing their event
- ★ Communicate event budgets with committee
- ★ Develop Brochure and Flyer materials, graphics, logos's, business cards
- ★ Design, transport and install hall décor
- ★ Design agendas, floor plans, detailed event summaries, and other suppliers that are participating in the event.

Customer Service Coordinator

Golden Mile Walk-in Clinic, ON. 2020-2022

- ★ Independently manage program updates and staff on boarding
- ★ Office upgrade: photocopy and scan documents for program applications
- ★ Responsible answering incoming calls from patients and clinics
- ★ Collect patient funds and manage deposits
- ★ Conduct regular maintenance checks on Responsible for other administrative tasks such as templates for specialist & referral letters, new patient forms, applications, storage & filing etc.

Tech II: Scenic Prop

SeaWold Parks & Entertainment, FL. | 2019-2020

- ★ On site warehouse scenic painter, prop fabricator and floral design specialist
- ★ On Site install, rigging & transport
- ★ Concept development and warehouse organization

Stage Manager

SCAD, GA. | 2017-2019

- ★ On site warehouse scenic painter, prop fabricator and floral design specialist
- ★ On Site install, rigging & transport
- ★ Concept development and warehouse organization

Mentor- Interior Design| 2017-2019

- ★ Helped students learn research strategies and provided credible resources
- ★ Built student confidence in presentation skills and social interactions
- ★ Edited and revised student work, plans, designs, concepts, and material choices
- ★ Contributed to a 75% improvement in student grades, achieving significant progress

Senior Interior Designer

Rockwood Kitchens, ON. | 2017

- ★ Advised clients on kitchen packages, materials, and layouts using samples and drawings
- ★ Specialized in finishes, fixtures, and hardware for optimized functionality and aesthetics
- ★ Assisted in pricing countertops, flooring, and project estimates to align with client budgets.

Junior Interior Designer

My design studio, ON. | 2016

- ★ Provided design consultation and sales support for client projects
- ★ Served as the main AutoCAD technician, creating detailed design plans
- ★ Managed file databases, floor samples, and communication networks



- ★ Transformed paper trail to digital files for improved tracking and organization
- ★ Coordinated administrative tasks, including calls, bookings, schedules, and supplier appointments
- ★ Assisted in maintaining program plugins by inputting material and cost details to support designers with sales and client budgeting

Intern Interior Designer

Times Group Corp, ON. | 2015

- ★ Draft AutoCAD plans to support design projects
- ★ Advise clients on materials and assist with sales
- ★ Design sales packages, corporate event invitations, and exterior signage

Intern Interior Designer

Royal Interior Design, ON. | 2013

- ★ Advised clients on kitchen packages, materials, and layouts using samples and drawings
- ★ Specialized in finishes, fixtures, and hardware for optimized functionality and aesthetics
- ★ Assisted in pricing countertops, flooring, and project estimates to align with client budgets

Hospitality Food & Beverage Attendant

Clublink Golf Club, ON. | 2011-2012

- ★ Provided high-quality service to club members, ensuring a positive dining experience
- ★ Held bar license to serve beverages at weddings, galas, and special events

VOLUNTEER

Stage Manager

SCAD, GA. | 2018-2019

- ★ Concept development, warehouse organization, and inventory management
- ★ Management of wardrobe, set maintenance, and prop tracking
- ★ Design, fabrication, and prop artistry for immersive productions
- ★ Scheduling auditions, coordinating rehearsals, and ensuring script continuity
- ★ Executing technical cues for lights, sound, automation, projections, and scene transitions

Community Councilor

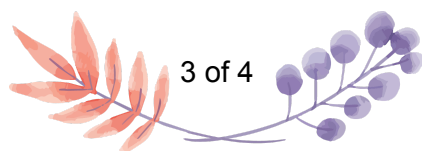
Religious Establishment, ON. | 2010-2012

- ★ Assist children with reading and writing difficulties to enhance literacy and comprehension
- ★ Lead arts, crafts, songs, and drama skits to foster learning in a fun and interactive way

Studio Designer

Christian Youth Channel (CYC), ON. | 2007-2010

- ★ Design, built, and installed visually engaging sets for various productions
- ★ Oversaw tech room, lounge, offices, kitchen, and other backstage areas
- ★ Managed wardrobe logistics, ensuring timely fittings and maintenance
- ★ Provided multi-department support in makeup and hair styling



EDUCATION, CERTIFICATES & AWARDS

Master of Fine Arts- Themed Entertainment Design

Savannah College of Art and Design (SCAD) | 2019

Bachelor of Interior Design

RCC at Academy of Design (Yorkville) | 2014

Universal Studios Creative Competition

SCAD & Ryerson University, FL | 2018

- ★ 2nd Place Finalists - SCAD teams of 4 to 10 people in a series of creative challenges and concepts.
- ★ I provided solutions with my technical expertise along with imagination.

SKILLS

Responsible & Leader

Creative & Adaptive Direction

Communicative & Friendly

Budget & Time Management

Multilingual (English, Arabic, French, Spanish)

Mentoring and training

Adobe Suite {Photoshop/InDesign/Illustrator}

Autodesk Softwares {Autocad/Revit/3DMax}

Sketchup/Realtime Landscaping

Microsoft Office {Excel/Word/Powerpoint}

RECOMMENDATIONS

REFERENCES TO BE PROVIDED UPON REQUEST

