

ALI MAZAREI

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PROFESSIONAL SUMMARY

Multidisciplinary professional with experience in art, design, photography, administrative coordination, and project support. Skilled in interior design, graphic design, professional photography, documentation, scheduling, and day-to-day operations. Proficient in Rhinoceros, Adobe Photoshop, Illustrator, Acrobat, and Microsoft Office, with a practical, organized, and adaptable approach to creative and administrative work.

CORE SKILLS

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| • Scheduling & Calendar Coordination | • Exhibition Planning & Coordination | • Rhinoceros (Rhino) |
| • Interior Design | • Graphic Design & Photography | • Windows |
| • Adobe Photoshop, Illustrator & Acrobat | • Microsoft Word, Excel, PowerPoint & Outlook | |

PROFESSIONAL EXPERIENCE

AM Auto Repair - Office Assistant

Oct 2024 - Feb 2026

- Coordinated customer appointments and maintained the mechanic shop's day-to-day schedule.
- Ordered and picked up vehicle parts requested by mechanics to support ongoing repair work.
- Prepared and organized invoices and records for incoming and outgoing vehicles.
- Handled routine administrative correspondence, recordkeeping, and customer service.
- Communicated with customers about requested services and vehicle readiness before release.

Shalman Art Gallery - Founder & Manager

Nov 2011 - Jul 2023

- Planned and coordinated exhibitions, including artist meetings, contracts, required licenses, schedules, and gallery operations.
- Selected artists, artworks, and exhibition themes and coordinated artwork layout and display within the gallery space.
- Created exhibition statements, posters, and promotional materials and supported marketing to visitors, collectors, and buyers.
- Maintained gallery records, correspondence, schedules, artwork inventory, cataloging, pricing, and sales transactions.
- Built professional relationships with artists, collectors, and art-sector organizations, including the Association of Tehran Art Gallery Owners.

Matrix Graphic Company - Marketing Administrator

Feb 2008 - Feb 2009

- Supported clients seeking digital printing, exhibition, and pavilion design services.
- Worked with design and production teams to coordinate client requirements and tailored project solutions.
- Supported marketing, advertising, client follow-up, and relationship management for design and printing services.

Alvand Rang Company - Photographer

Apr 2006 - Apr 2007

- Photographed school ceremonies, graduations, performances, and special events.
- Produced child, candid, and event photography and completed post-production photo editing.
- Coordinated with parents, school staff, and event organizers to meet photography requirements.

Bina Computer - Graphic Designer

Nov 2005 - Nov 2006

- Designed logos, letterheads, business cards, envelopes, calendars, posters, catalogues, CD labels, and other visual materials.
- Worked directly with clients to translate requirements into finished design concepts.
- Supervised printing of publications and visual materials to support quality control.

Svedala Industry AB - Administration Coordinator

Feb 2001 - Mar 2003

- Created and maintained an organized archive for branch-office project documentation.
- Filed and registered office documents to support accurate records and efficient retrieval.
- Handled and forwarded documentation addressed to customers and supported day-to-day office administration.

ACADEMIC EXPERIENCE

IA University & UAST University - Art and Design

Aug 2006 - Feb 2020

Departments

Academic teaching experience in art and design departments.

EDUCATION

MA, Interior Design | University of Tehran - Kish Island | Feb 2018

MA, Industrial Design | University of Tehran - Kish Island | Sep 2013

BA, Photography | IAU University - Tehran | May 2001

CERTIFICATIONS

- Project Management Fundamental - California State University, San Marcos, Sep 2023
- Intensive Course of Design Semiotics in Intercultural Exchange - Kish Island, Dec 2016
- Interaction Design Workshop - University of Tehran, Kish Island, 2016

ADDITIONAL INFORMATION

- CAPA Gold Medal, Vancouver, Canada - Nov 2023
- Selected group and solo photography exhibitions in the United States, Canada, and Iran
- Volunteer Photographer, The Society of Children Suffering from Cancer (Mahak), Tehran - Sep 1998 to Mar 2015
- Languages: Farsi; English