



Portfolio



Business
Development
Assistant



PITCH
LOUNGE

Marketing and
Communications
Assistant

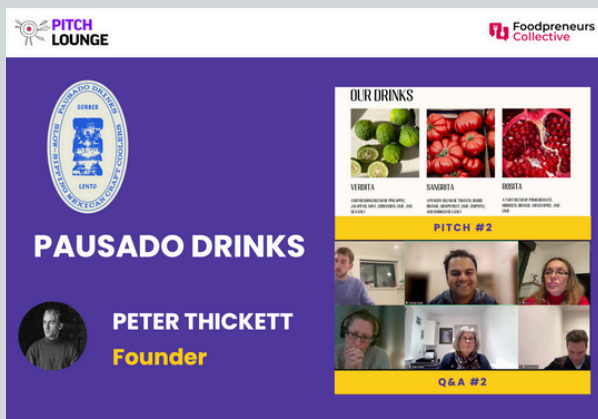
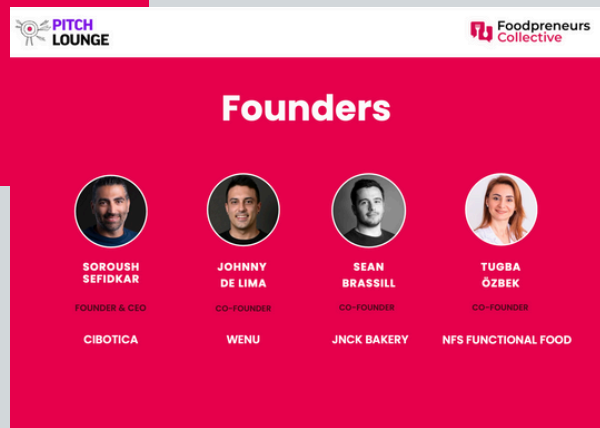
Pitch Lounge

Pitch Lounge provides a supportive space where startups and entrepreneurs can connect, exchange ideas, and access resources to develop innovative and inclusive products that create positive change for individuals and communities.

Tasks

Highlight Documents

I created highlight documents that summarized past pitching events. These documents were designed using Canva, incorporating various editing functions to enhance visual appeal and readability.

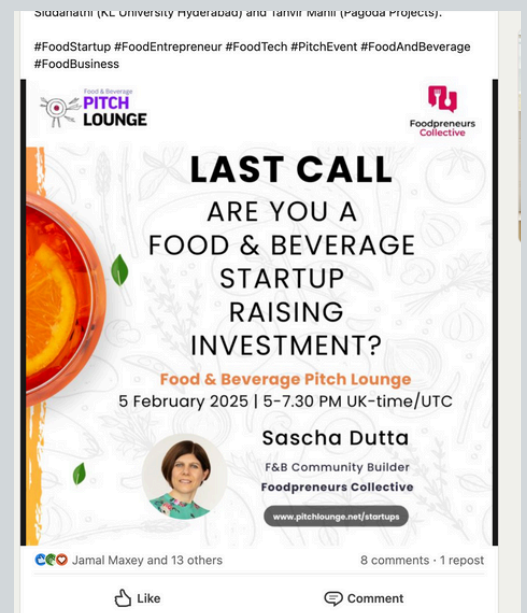


Tasks

LinkedIn Posting

I crafted social media captions and filled out tables with tailored content for different platforms. Additionally, I noted the frequency and scheduling dates of posts to ensure effective engagement.

Event	Canva (final drive file)	Copy General (caption), including Facebook	Insta	LinkedIn (company page + Jamal's profile)*	Frequency Dates Timings
Call-Out to Startups (Jamal only on the flyer)					
Wix LinkedIn Zoom	Canva Folder Drive Folder → Post → Story	We welcome you to refer/register to pitch or observe the "Food & Beverage Pitch Lounge" (Wednesday, 5th February 5-7:30 PM UK-time/UTC) live on Zoom.	We welcome you to refer/register to pitch or observe the "Food & Beverage Pitch Lounge" (Wednesday, 5th February 5-7:30 PM	We welcome you to refer/register to pitch or observe the "Food & Beverage Pitch Lounge" (Wednesday, 5th February 5-7:30 PM UK-time/UTC) live on Zoom.	28.01.2025-04.02.2025 FB post Once daily
	Alt Text: Callout for Food & Beverage founders and others to attend our "Food & Beverage Pitch Lounge" event.	The event series is co-produced by Sascha Dutta (nee Taylor) from @Foodpreneurs Collective, Meiraj A.I., and Jamal Maxey from @Pitch Lounge and @My Guide Berlin. *** Register for the Event	UK-time/UTC) live on Zoom. *** Want to observe, interact, or pitch? Register on our website.	The event series is co-produced by Sascha Dutta (nee Taylor) from @Foodpreneurs Collective, Meiraj A.I., and Jamal Maxey from @Pitch Lounge and @My Guide Berlin. *** Register for the Event	*LI posts Once daily INSTA → Post Once weekly (both Tuesdays)
		Investor Panel Investor panelist announcements coming on the Pitch Lounge LinkedIn company page... *** Future Events Foodpreneurs Collective Netwalking - Dubai* (Kite Beach), Thursday 30th January 8-10 AM GST/UTC+4 [In-Person Event] Drinkpreneurs Collective Pitch Lounge, Thursday 13th February 5-7 PM GMT/UTC [Zoom Event] Foodpreneurs Collective Networking - Dubai* (MAKTABI Coworking), Tuesday 18th February 8-10 AM GST/UTC+4 [In-Person Event] Food & Beverage Pitch Lounge (MENA* Edition), Thursday 20th February 6.30-9.30 PM GST/UTC+4 [Hybrid Event]	Jamal Maxey from Foodpreneurs Collective & Pitch Lounge invite you to join them! #FoodStartup #FoodEntrepreneur #FoodTech #PitchEvent #FoodAndBeverage #FoodBusiness	Email "jamal@pitchlounge.net" if you've any questions whether you are an interested advisor, investor, or startup - this is a valuable commercial event for all. *** Investor Panel Investor panelist announcements coming on the Pitch Lounge LinkedIn company page: https://www.linkedin.com/company/86678673 *** Future Events Foodpreneurs Collective Netwalking - Dubai* (Kite Beach), Thursday 30th January 8-10 AM GST/UTC+4 [In-Person Event] Drinkpreneurs Collective Pitch Lounge, Thursday 13th February 5-7 PM GMT/UTC [Zoom Event]	



Recommendation

"She picked up new tasks, systems, and tools very quickly. For example, she very effectively used three tools for social media planning and execution (Canva, Google Docs, and Hootsuite)...

...She is very reliable, has a high degree of time management and prioritisation skills, and is extremely reliable at turning around projects on time."

Jamal Maxey

Founder & Intern Mentor

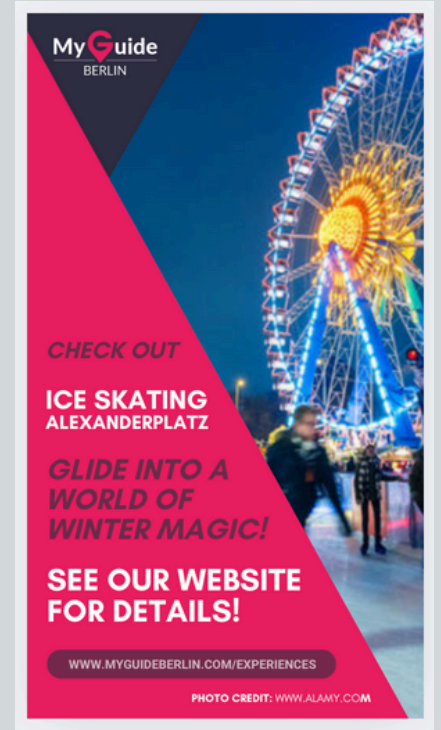
Pitch Lounge

My Guide Berlin

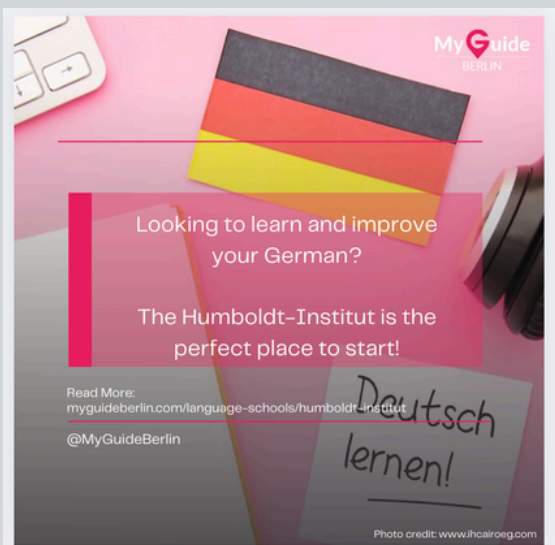
My Guide Berlin is an online travel guide offering insights on things to do in Berlin. It provides recommendations on landmarks, restaurants, events, and accommodation to help visitors explore the city.

Tasks

Graphic Creation



Using Canva, I designed eye-catching graphics to promote events and activities in Berlin. These graphics were then scheduled for posting on various social media platforms.



Tasks

Event research and listing

1	EVENT NAME	SUBTITLE	NOT ALREADY ON WEBSITE	COMPANY	IS COMPANY LISTED (Website/CRM)?	ACTIONS TO TAKE (Website/CRM)	DESCRIPTION
3	2025						
11	Weinmesse Berlin Wine	Germany's Biggest Wine Consumer Fair	<input checked="" type="checkbox"/>	Deutsche wein marketing	No		Raise your glass at WEINmesse Berlin 2025, Germany's largest public wine fair and the ultimate
14	Suggestions (January)						
16	Vegan Brunch & Meet Up	Feast, Connect, and Celebrate Veganuary with Like-Minded Vegans!	<input checked="" type="checkbox"/>	The Vegan Hosts	No		Hosted by THE VEGAN HOSTS and featuring a special collaboration with Die Vegane Fleischerei, this event promises a delightful afternoon of sharing creative vegan dishes and connecting with an amazing community of like-minded vegans. Bring your most inventive vegan potluck dish, savor exclusive vegan butcher products, and enjoy great conversations in a vibrant atmosphere. Don't miss this unique celebration of vegan food and friendship! 🌱
17	Gluten-Free Neapolitan Pizza & Wine	Authentic Neapolitan Flavors, Gluten-Free and Paired with	<input type="checkbox"/>				Indulge in the rich flavors of gluten-free Neapolitan pizza paired with perfectly selected Italian wines! 🍷 Enjoy a variety of gluten-free pizzas, prepared in a dedicated kitchen to ensure no cross-contamination, and served alongside handpicked wines to elevate every bite. Whether you're gluten-free or just curious about authentic Italian cuisine, this intimate event is perfect for food lovers. With communal seating at shared tables, it's the perfect opportunity to connect with others over exceptional food

I researched upcoming events in Berlin, carefully entering details into a spreadsheet for supervisor approval. Once approved, I uploaded the events through the website's back-end system. I also edited existing event listings to ensure they contained accurate and detailed information.

The screenshot shows the MyGuide Network website management interface. The top navigation bar includes the MyGuide Network logo, user information (Jamal Maxey), and various utility links like 'Outstanding (£0)', 'Credit (£77.91)', 'Visit Website', 'Flush Cache', 'Slack Chat', and a profile icon. The main content area displays the details for event #148981, 'The 90s All-Inclusive New Year's Eve Party'. The interface is divided into several sections: 'Info' (with sub-tabs for Address, Packages, Photo Gallery, Image Slider, Videos, Statistics), 'Overview' (with a language selection dropdown), 'Status' (with a dropdown menu and 'Submitted By' information), 'Paid Services' (with 'Access to Paid Services?' options), and 'Configuration' (with 'Location' and 'Company' dropdowns). The 'Overview' section includes fields for Title, Sub Title, Slug, Website, and Affiliates, along with a 'Force Re-Translation?' checkbox and a 'Short Description' field.

Tasks

Post Scheduling on Hootsuite

Using Hootsuite, I scheduled the graphics I created to maintain consistent information sharing across social media platforms. This included regular posts and 24-hour stories. I planned and scheduled content from December 2024 through March 2025 to ensure seamless engagement and promotion.

The screenshot displays the Hootsuite interface for scheduling social media posts. At the top, there are navigation tabs for 'Calendar', 'Drafts', and 'Content', along with a 'Create a post' button. The main area is a calendar grid for the period from February 23 to March 1, 2025. The calendar shows the days of the week and the number of posts scheduled for each day. Below the calendar, a grid of post thumbnails is visible, each with a 'Story' label and a 'Publish' button. The posts are scheduled for various times throughout the day, including 9:00AM and 11:00AM. The thumbnails feature colorful graphics with text and images, including a German flag and a photo of a group of people. The interface also includes a sidebar with navigation icons for Home, Plan, Create, Inbox 2.0, Analytics, Listening, Ads, and More.

GMT +01:00	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 1
	3	4	6	6	5	4	5
						Brazilian Carnival	Zero Discrimination ...
	myguideberlin 9:00AM Discover our favourite 1...	myguideberlin 9:00AM Discover our favourite 1...	myguideberlin 9:00AM Discover our favourite 1...	myguideberlin 9:00AM Discover our favourite 1...	My Guide Be... 9:00AM Discover our favourite 1...	myguideberlin 9:00AM Discover our favourite 1...	myguideberlin 9:00AM Discover our favourite 1...
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Recommendation

"Tanvir researched relevant events and updated seasonal articles in a diligent way.

Very fast when it comes to learning new marketing and business tools, and this was shown in how quickly she was able to update, develop, and schedule social media posts for the business.

She is eloquent, conscientious to confirm she understand her tasks and a project brief, and a pleasure to work with!"

Jamal Maxey

Business Owner

My Guide Berlin