



<https://www.linkedin.com/in/aimen-aleem/>



2897656848



1aimen.alm@gmail.com

Projects

Sept 2017–Apr 2018

Exhale • Fab4 (Personal)

- Worked with and managed a team to create, market, and present an app for the betterment of the school community
- Learned and practiced entrepreneurial skills

Additional Skills

- WHMIS trained
- Proficient in Microsoft Suite
- Strong Oral and Written Communication
- Time Management
- Customer Service
- Teamwork
- Organization

Aimen Aleem

Highlights of Qualifications

- Currently enrolled in Level 2 of a 4-year Chemical Engineering Co-op Program, aiming to pursue a Co-op or internship placement in Process Engineering.

Education

Expected Completion 2023

Bachelor of Chemical Engineering (Co-op) McMaster University, Hamilton ON

Experience

Aug 2018–Present

Cooking Assistant and Order Taker • Siam Dish Thai Cuisine

- Demonstrated food and kitchen safety
- Prioritized tasks during rush hours by directing cooks and increasing order times as necessary
- Applied problem solving skills to improve customer experience and wait times

Sept 2017–Jan 2018

Sales Representative • Quilts Etc.

- Proactively engaged with clients using strong interpersonal skills by always being approachable to anyone in need
- Strengthened communication skills by providing information to clients about product information and tailoring product suggestions based on client needs
- Progressed sales goals for the week by making a \$1500 sale

Sept 2016–Dec 2016

Accounting Coordinator • BizKidZ

- Raised \$7200 of donations to support local charities Boost and Live Different
- Managed the accounts and services of the NGO
- Hosted a profitable charity event to engage the community and end the cycle of poverty
- Showed flexibility by switching roles from outdoor sales representative, to web content management, to digital and print advertiser

References

Available Upon Request

