Ayesha Rashid

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Education

Toronto Metropolitan University Toronto, ON

Bachelor of Science in Computer Science with Co-op *Sep. 2024 – Apr 2028*

Awards: 2024/2025 Dean's List in the Faculty of Science

Coursework: Data Structures & Algorithms, Operating Systems, Web Development, Calculus I, II, II, Statistics

Student Groups: IEEE CSTMC, Women in Computer Science, BoostHER

Technical Skills

Programming Languages: Python, Java, C/C++, HTML/CSS, MySQL, JavaScript, TypeScript

Libraries/Frameworks: Pytorch, Pandas, numPY, JQuery, Java Swing

Developer Tools: MS Office (Advanced), Power BI, Visual Studio, Figma, Git, Autodesk Inventor, Quanser

Experience

Receptionist / Clinical Administrator December 2024 – Present

Palermo Family Clinic, Palermo Professional *Oakville, ON*

- Processed data for a database of over **1,000+ patients**, ensuring **100%** accuracy in billing and prescription authorizations, demonstrating careful attention to data integrity.
- Managed the clinic's communication, processing **40+ calls** daily to schedule diagnostic and follow-up appointments while managing **15+** external documents daily, ensuring seamless data integration into patient charts.
- Using data-driven analysis, coordinated the check-in/out process for **30+** patients daily, reducing average wait times while managing paperwork and providing clinical support through exceptional customer service and confidentiality.

Leadership

IEEE Computer Society Marketing Director July 2025 – Present

Department of Engineering, Toronto Metropolitan University *Toronto, ON*

- Defined and executed a multi-platform digital marketing strategy, leveraging performance data to increase brand visibility by **15%** and total social engagement by **25%.**
- Established and reported on **key performance indicators** (KPIs) such as Instagram follower growth **(+20%)** and LinkedIn engagement rate **(+3.5%)** to track effectiveness compared against strategic goals.
- Acted as a cross-functional point of contact between the executive board and design/outreach teams to align **project deliverables** with **strategic objectives**, ensuring all marketing assets were delivered on time and within scope.

BoostHER Events Associate, Toronto Metropolitan Chapter May 2025 – Present

EnactusBoostHer, Toronto Metropolitan University *Toronto, ON*

- Project managed end-to-end logistics for professional development events, delivering flawless execution for **50+ attendees** by maintaining rigorous timelines and mitigating potential risks.
- Developed and managed a comprehensive event management system using **MS Office** to track RSVPs, attendance, and participant data, creating a **structured database** that maintained operations and enhanced the attendee experience.
- Supported new event introduction by creating and maintaining a **detailed project roadmap**, coordinating with sponsors and internal stakeholders to define requirements and mitigate potential risks.

Projects

Robot Grip Simulation | *Python, QUANSER, VNC Viewer, Microsoft Office* January 2024 – March 2024

- Developed and implemented a **Python-based** sorting algorithm in a **Quanser virtual environment** to identify and categorize randomized containers using sensor data, improving simulated sorting efficiency.
- Programmed a robotic **Q-Arm** for precise pick-and-place operations, successfully loading containers into a hopper while adhering to strict weight and capacity constraints (90g, max 3 containers).

Recipe Management | *Java, Object-Oriented Programming* April 2025 - May 2025

- Designed and implemented an **object-oriented** recipe management system in Java, architecting a class hierarchy with a base Recipe and specialized SpecialRecipe class to model data, utilizing inheritance, encapsulation, and polymorphism.
- Engineered core functionalities including an ingredient-based search filter, a nutritional calorie-counting algorithm, and a custom Comparable sorting implementation that organizes recipes by calorie content and preparation time for efficient user analysis.