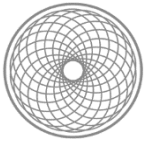




HARKIRAT RAKHRAJ

<https://harki42.github.io>

London, ON
m: (647)-303-0262
hrakhraj.msc2023@ivey.ca
www.linkedin.com/in/harkirat-rakhraj



PROFESSIONAL EXPERIENCE

FORMPRO – DOCUMENT MANAGEMENT TECH STARTUP, LONDON, ON, OCTOBER 2021 TO PRESENT

FOUNDER / I.T PROJECT COORDINATOR

- Launched FormPro, a tech start-up directly addressing and mitigating document management inefficiencies faced by small businesses, slashing document management costs by \$50,000 annually for small Ontario-based enterprises.
- Drove a significant operational efficiency boost, saving small business employees approximately 15 hours each week by streamlining document traffic processes such as optimizing file categorization algorithms, implementing automated approval workflows, and integrating a user-friendly dashboard for real-time tracking.

IVEY BUSINESS SCHOOL, LONDON, ON, SEPTEMBER 2022 TO DECEMBER 2023

DIGITAL PROJECT CONSULTANT

- Orchestrated a series of high-impact projects across multiple sectors, including healthcare and financial services. Led initiatives such as the integration of IoT devices and AI technologies at SickKids Hospital, which resulted in a 20% improvement in critical patient care response times and a 25% boost in communication efficiency through AI-powered chatbots.
- Spearheaded innovative solutions at Huron Perth Healthcare Alliance and St. John Ambulance, including the adoption of digital pathology and virtual therapy sessions. These initiatives led to a 25% reduction in patient wait times and a 30% increase in therapeutic engagement, respectively.
- Managed cross-functional teams to implement advanced technologies and optimize processes, such as integrating RFID and machine learning at Sysco Canada to improve inventory management, resulting in an 18% cost reduction and a 22% increase in operational efficiency. Facilitated skill development and virtual community-building at CIBC, enhancing team productivity by 10% and reducing turnover by 12%.

REFOREST LONDON, LONDON, ON, JUNE 2019 TO AUGUST 2022

PROJECT COORDINATOR – REFORESTATION INITIATIVES

- Coordinated several reforestation projects planting over 5,000 trees, significantly contributing to local environmental conservation efforts.
- Managed project budgets totaling \$200,000 and ensured timely completion of all milestones.
- Engaged with 300+ volunteers and experts, enhancing project participation by 30%.
- Managed project timelines, budgets, and volunteer coordination, ensuring that all milestones were met on schedule. Provided regular updates to stakeholders and adjusted strategies based on field data and feedback.

EDUCATION AND CREDENTIALS

PROJECT MANAGEMENT PROFESSIONAL (PMP), 2024

Project Management Institute (PMI)

MASTER OF SCIENCE IN MANAGEMENT (MSc), DIGITAL MANAGEMENT, 2023

Ivey Business School, Western University, London, ON

BACHELOR OF SCIENCE HONORS (BSc), HONORS SPECIALIZATION IN BIOLOGY, 2022

Western University, London, ON

Dean's Honors List (2021, 2020, 2019)

TECHNICAL SKILLS

- **Project Management Software** (Jira, Trello, Asana, Monday.com, Microsoft Project, Smartsheet)
- **Microsoft Office Suite** (Word, Excel, PowerPoint, Project, Visio, Access, OneNote, Teams)
- **Adobe Creative Cloud** (Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, XD, Acrobat)
- **Data Analysis & Visualization Tools** (Tableau, Power BI, Google Data Studio, Excel, R, Python, SAS, SPSS)
- **Programming & Scripting Languages** (Python, SQL, R, JavaScript, HTML/CSS, VBA, MATLAB)
- **Cloud Platforms & Services** (AWS, Azure, Google Cloud Platform, Microsoft 365)
- **Collaboration & Communication Tools** (Slack, Microsoft Teams, Zoom, WebEx, Basecamp)
- **CRM & ERP Systems** (Salesforce, HubSpot, SAP, Oracle, Zoho CRM, Dynamics 365)
- **Web Development & CMS Platforms** (WordPress, Drupal, Joomla, Wix, Squarespace)
- **Database Management Systems** (MySQL, PostgreSQL, MongoDB, Oracle Database, Microsoft SQL Server)