

ISMAIL AHMED

SKILLS SUMMARY

- Proficient in problem-solving, interpersonal, and organizational skills; honed over a year as an admissions assistant at the university of Toronto Scarborough.
- Skilled in MS Office Word, PowerPoint, and Excel.
- Strong knowledge in programming languages such as Python, C, and Java, including expertise in Python libraries numpy and pandas.
- Proficient in SQL.

EDUCATION

Studying specialist in Computer Science at University of Toronto, Toronto ON

WORK EXPERIENCE

WUSC President At UTSC (2022-to date)

- Fundraising for Refugee Education: Led initiatives, raising money for sponsoring refugee students.
- Student Integration Program: Developed orientation and mentorship programs, enhancing refugee student integration and academic performance.
- Awareness Campaigns: Organized events to increase campus awareness on refugee issues, fostering a more inclusive environment.
- Team Leadership: Recruited and trained volunteers, leading to recognition as one of the most active clubs on campus.
- Streamlining Sponsorship Processes: Liaised with administration, reducing administrative delays.

Ambassador, Amazon (2020-2021)

- Faced with the pressing challenge of ensuring strict safety compliance in Amazon warehouses during the height of the COVID-19 pandemic, I took proactive measures to conduct thorough safety audits and promote social distancing. This not only created a safer work environment but also actively engaged associates through detailed safety surveys.
- In a scenario where ensuring the health of every associate was paramount, I was tasked with meticulously screening every individual upon entry. Through this rigorous procedure, we maintained high health standards and mitigated the risks associated with the pandemic.

Associate/Team Member, Amazon (2020-2021)

- I encountered the intricate challenge of optimizing accuracy and efficiency in the item receiving process. By refining the system and consistently processing at a rate of about 700 items/hr, I elevated the workflow's productivity. My role as a problem solver further improved operational efficiency by aiding other associates with system-related issues.
- A significant aspect of my role was to facilitate inter-departmental collaboration. By assisting in the fluid movement of goods and ensuring departmental targets were consistently met, I played a key role in maintaining the supply chain's efficacy.

Financial Director, WUSC UTSC (2019-2020)

- One of my primary responsibilities was to raise awareness for WUSC's pivotal refugee support initiatives at the University of Toronto. By spearheading financial budgeting, reimbursements, and engagement activities, I significantly boosted the university community's involvement with WUSC's mission.

- Recognizing the struggles of internationally sponsored students transitioning to a new environment, I provided tailored support to help them acclimate to the university and the broader community. This not only enhanced their academic experience but also fostered a sense of belonging.

Admission Assistant, University of Toronto Scarborough (UTSC, 2018-2019)

- Tasked with processing admissions-related documentation efficiently, I adopted a systematic approach to independently package mail at a brisk pace. Coupled with in-depth research for course credit assessments, my strategies culminated in uploading error-free documents to the university website, streamlining the digital admissions process.

Auxiliary Nurse, MSF (2017-2018)

- In a high-pressure medical setting, I often dealt with the immediate needs of incoming patients. By conducting thorough triage and efficiently administering medical care, I contributed to improved patient outcomes and overall satisfaction.
- One of the more demanding facets of my role was to attend to patients with wounds. By skillfully suturing small to medium-sized injuries, I ensured faster recovery times and minimized potential complications.

REFERENCES

Available upon request.