

Kiarash Yadollahi

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SUMMARY OF QUALIFICATIONS

- Excellent interpersonal and multilingual communication skills demonstrated in role as ESL teaching assistant
- Strong collaborative, critical thinking and creative problem solving skills gained through Connections Assistant role at Lynk Global and Model United Nations extracurricular
- Project management and outreach and recruitment skills honed through Connections Assistant role with Lynk Global
- Research, technical writing and analytical skills gained through university psychology courses, including basic data analysis
- **Technology:** Microsoft Office Suite, Google Workspace, LinkedIn, Slack, R/RStudio, Python, Git, Figma, LaTeX
- **Languages:** Persian/Farsi (native advanced proficiency), French (upper-intermediate proficiency)

EDUCATION

University of Waterloo

B.A. HONOURS PSYCHOLOGY CO-OP | FRENCH MINOR

Waterloo, ON | 2019 - 2024

RELEVANT EXPERIENCE

Lynk Global | CONNECTIONS ASSISTANT (REMOTE)

Toronto, ON | May 2021 – Dec 2021

- Expert relations, outreach and recruitment assistant to the front-line client success and services team
- Searched for relevant experts on the web and conducted mass cold outreach and cold calls to over 2500 experts (200+ within first month of joining).
- Collaborated with Lynk's inter-regional teams to deliver 60+ projects for top consulting, corporate and investment clients including McKinsey, Bain, Boston Consulting Group, Deloitte and Prophet Inc.
- Maintained a detailed and up-to-date spreadsheet tracking the status of all researched experts across current and past projects
- As the de facto lead assistant, oversaw assignment of project tasks to fellow Connections Assistants to maximize team efficiency

YMCA of Greater Saint John | ESL CLASSROOM ASSISTANT

Saint John, NB | Jun 2019

- Led in-class oral and written exercises for a beginner-level class of 10 adult students, supporting their learning needs through individualized and group assistance
- Facilitated students' learning by utilizing intercultural communication and teaching skills to present course concepts in more accessible and interactive ways
- Maintained a respectful, inclusive and positive class environment to enable students to gain maximum benefit from lessons

Uptown Int'l School | SECRETARY, MODEL UNITED NATIONS TEAM

Dubai, UAE | Sep 2016 – May 2018

- Maintained an updated record of student attendance in Google Sheets in addition to transcribing minutes of team meetings
- Managed conference finances and student documentation in collaboration with MUN team director, demonstrating organizational skills and punctilious analytical skills
- Organized lunch for 100+ student delegate, coordinating meal delivery with teammates during school-hosted conference
- Co-managed weekly training sessions for junior students to improve debate skills and understanding of MUN procedures and terminology in preparation for conferences
- As a participating delegate, demonstrated collaborative writing and critical thinking skills by debating and writing resolutions on topical issues during international and local conferences

CERTIFICATES AND LICENCES

- TCPS-2 CORE (Course on Research Ethics)
- B1 DELF certificate
- Unrestricted driver's licence