

# LAWREEN LATIF

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**FOR JOB ID: OCIO.23.24.1430**

## Education

Memorial University of Newfoundland, Canada Expected May 2024  
*Master of Science in Computer Science*

University at Buffalo, The State University of New York, USA, *Advanced Honors College* May 2019  
*Bachelor of Science in Computer Science, Minor in Mathematics*  
Dean's List | Cum Laude

## Professional Experience

Memorial University, **Residence Coordinator** Aug 2021 – Present

- Lead a team of 4 Resident Assistants (RAs) and 10 House Council members to ensure the safety and well-being of ~80 residents
- Strategically plan and execute a comprehensive schedule for RA duties and programs throughout the academic year
- Plan a diverse range of activities to ensure satisfaction, employing customer-centric strategies to address diverse needs effectively
- Ensure adherence to guidelines set by the Housing office to maintain a structured and supportive living environment for residents
- Monitor community initiatives, using data-driven insights to enhance resident satisfaction and engagement

Fenix, *Dubai, UAE, Product Specialist* Feb 2021 – May 2022

- Orchestrated an end-to-end product launch, ensuring alignment with company objectives and customer needs in several countries
- Developed and executed detailed project plans (PRDs), coordinating cross-functional teams to deliver successful product releases
- Facilitated collaboration between engineering, design, and marketing teams to prioritize tasks and exceed customer expectations
- Acted as the primary liaison between development teams and customers, gathering feedback and driving product improvements
- Analyzed products and user experience using Jupyter Notebooks and Pandas to find leakages and point out potential improvements

SPATCHED, *New York, USA, Co-Founder, CTO* Dec 2019 – Jan 2021

- Managed a team of 5 developers to build the web app using the MERN stack following Agile Principles
- Designed wireframes using HCI principles to create a user-friendly and accessible experience
- Led marketing campaigns, increased customer reach, built 4 partnerships and serviced 1500+ deliveries

Software Engineering (CSE 442), **Teaching Assistant** Jan 2019 – May 2019

- Led weekly stand-up meetings as project manager for 3 student projects, supported students in designing a good system
- Taught agile methodology and how to use issue-tracking software including ZenHub and Trello

## Leadership Experience

Canada Learning Code NL, **Chapter Lead** Feb 2024 – Present

- Coordinate inclusive code-learning events, driving accessibility initiatives with volunteers and organizers

MUN Res Charity Committee, **Chair** Fall 2022 – Present

- Lead committee meetings with campus community representatives, fostering collaboration and alignment on initiatives
- Direct programming efforts with local charity organizations, successfully raising over 2000 CAD in Fall 2023 through strategic fundraising initiatives

UB Hacking, **Director** Dec 2017 – Nov 2018

- Guided 7 teams in the seamless organization and execution of a highly successful hackathon for over 500 participants, including 100+ employers, mentors, and volunteers
- Coordinated all aspects of the event, including venue booking, publicity campaigns, day-of schedule management, and food arrangements, ensuring a smooth and impactful experience for attendees
- Spearheaded communication efforts with corporate sponsors, securing substantial funding of approximately \$40k to support the event's success

## Teaching Experience

Freshman Seminar (CSE 199), **Teaching Assistant** Aug 2016 – May 2017

- Designed 2 lesson plans for ~440 students on Mobile Web and Internet Economy and taught over 25 students in each lab
- Provided insights on course procedures and curriculum at staff meetings to improve the course

## Skills

Professional Skills: **Public speaking, Event management, Project management, Curiosity, Empathy, Crisis Response, Conflict Resolution**

Technical Skills: **HTML/CSS, JavaScript, Angular, React, Django, Python, Java, C++, SQL, XML**

Technical Tools: **Jupyter, Git, Jira, ZenHub, Asana, Figma, Pandas**

## Awards

Entrepreneurship Undergraduate Student Award  
SEAS Student Leaders Award  
James and Nancy McLernon Superior Scholars Award

Leaders in Excellence  
Grace Hopper Scholarship  
International Merit Scholarship