Mayisha Farzana, PSM

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SUMMARY

Results-driven Project Manager and Business Analyst with 3+ years of experience, achieving up to a 30% increase in efficiency and driving strategic solutions to meet organizational goals.

WORK EXPERIENCE

Project Manager | PMILOC, ON   November 2024 - Present

- Collaborated with cross-functional teams and stakeholders to resolve complex logistics challenges, delivering a customized solution that improved system efficiency and client satisfaction by 15%.

Graduate Teaching Assistant | UNIVERSITY OF OTTAWA, ON   September 2023 – Present

- Facilitated engaging tutorials for 250+ students over 3 semesters in the Professional Skills & Responsibilities program, focusing on key learning objectives, resulting in a 5% improvement in student outcomes.

Business Intelligence | NOKIA, ON   May 2023 – August 2024

- Generated $4.81 billion in revenue for the client by analyzing, implementing, and testing an automated Excel forecasting tool in partnership with a team of five developers.
- Designed and managed Power BI reports, achieving a 35% cost savings program by delivering critical data visualizations, enabling data-driven decisions, and contributing to EUR 500 million in gross savings.
- Developed comprehensive documentation and presented solutions, actively participating in Scrum meetings and code reviews to stay aligned with deadlines and consistently complete tasks on time.

Project Coordinator | UNIVERSITY OF OTTAWA, ON   January 2023 – April 2023

- Conducted project planning, feasibility studies, and risk analysis for high-visibility renovation projects, managing outstanding commitments of approximately $42,618, ensuring successful execution and risk mitigation.
- Created a Gantt chart to track project workflows and progress for high-visibility renovation projects, leading to accurate cost estimation with a projected construction cost of $159,092.

Business Analyst | SAMMTECH, Bangladesh   April 2022 – July 2022

- Managed relationships with 30 clients, leveraging feedback from the analyst team to refine development needs, demonstrating a strong commitment to client engagement and leading to more targeted and effective solutions.
- Reduced development costs by 20% by creating a plan to consolidate related products into a more streamlined solution, enhancing efficiency and optimizing resource allocation.

EDUCATION

Master of Engineering in Electrical and Computer Engineering   September 2022 – April 2024
University of Ottawa, ON

EXTRA CURRICULAR

President | Professional Development Club, **UNIVERSITY OF OTTAWA**, ON   October 2022 – April 2024

- Delivered professional development coaching to 50+ newcomer women in collaboration with ANCWT, contributing to their Champion of Diversity award and achieving a 3% job placement rate directly from the session.

SKILLS & TOOLS

Certifications: Professional Scrum Master I
Technical Skills: Advanced Python, SQL, Power BI, Jira, Power Automate, Microsoft Excel (Index, Pivot), MSSQL, HTML, CSS, Bootstrap, PHP, Django, React
Soft Skills: Leadership, Collaboration, Adaptability, Problem-Solving, Communication, Decision-Making, Influencing Skills, Time Management, Confidentiality, Professionalism, Critical Thinking, Analytical Skills, Innovation.