

## Mohammad Moustafa

[mohammad.moustafa@mail.utoronto.ca](mailto:mohammad.moustafa@mail.utoronto.ca)

Cell: (647)239-5266

Greypine Hall

G-03-1

1295 Military Trail

Toronto, Ontario, M1C 3A8

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### **Summary:**

Throughout my years in high school I participated in various events that required planning, organization, and timely execution. I often lead a team for such events and was known by my peers to be efficient and thorough.

### **Skills:**

- Strong leadership skills
- Able to work in teams
- Responsible and mature
- Efficient and organized
- Proficient with Microsoft Word, and Excel

### **Experience:**

Clarkson Cancer Drive Executive Committee

2014-2016

Vice President

Mississauga, Ontario

- Responsible for planning events alongside the President of the committee
- Responsible for organizing and leading a team of 13 people alongside the President of the committee
- Responsible for organizing and ensuring the completion of required work prior to and during the event
- Doing relevant research for possible products to be sold and activities for the event
- Assigning personnel to specific stations and training them for the position
- Ensuring all class run and lunch time activities during the event ran smoothly

Clarkson Secondary School Audio Visual Crew

2013-2016

President & member

Mississauga, Ontario

- Responsible for setting up and monitoring events
- As President I was responsible for organizing the team for various events
- Set up an online system using google docs to alert team members to new events
- Helping other clubs in the school organize and run their events
- Responsible for interacting with school staff to understand their needs and get request forms filled out for events requiring the AV crew

### **Education:**

University of Toronto

Bachelor of Science in Computer Science, class of 2020