

ANNE MISTRY

annemistry99@gmail.com 647 879 6512

SUMMARY OF QUALIFICATIONS

- Excellent Communication skills
- Documentation Experience
- Creative Problem-Solving
- Comfortable working in team environment as well as individually
- Detail Oriented
- Customer Service experience

EDUCATION

Software Engineering Technician, Centennial College, Scarbrough, ON, Jan 2023 - Present

Bachelor in Math, Mathematical Studies with a minor in Statistics, University of Waterloo, Waterloo, ON, Sept. 2017 – August 2022

RELEVANT SKILLS

- Knowledge of C#, Python, R, HTML, SQL

RELEVANT EXPERIENCE

Teaching Assistant, University of Waterloo, Waterloo ON, Sept. 2021 – Present

- Marked student submissions accurately and in a timely manner
- Maintained confidentiality regarding student information
- Updating Feedback
- PD 3 and PD 8 testing
- Assignment template and rubric
- Resume critique and Interview
- TA Perspective and Presentation
- Support students for the best chance at success
- Facilitate learning of course content
- Leadership through being sole TA and resume critique and mock interviews
- Answered email inquiries and guided students

Office and Communications Associate, University of Waterloo, Waterloo ON, Jun. 2021 – Aug. 2021

- Designed daily and weekly posts for Instagram, Twitter and Facebook
- Updated the Writing and Communication Centre website by posting news items and correcting the content
- Promptly replied to inquiries and monitored the wcc email
- Troubleshoot issues with the appointment bookings
- Designed digital posters and monthly newsletter

- Organized monthly calendar for the new co-op student
- Recorded precise meeting minutes for weekly meetings

TAC Engineering Co-op, Livingston Intl., Toronto, ON, 2018-2020

- Software installation tutorials
- Worked on up to 10 tickets to ensure timely resolution
- Documentation and presentation of procedure
- Troubleshoot problems through creativity and collaboration
- Organized employee lists through Microsoft Excel
- Collaborated to ensure the compatibility of essential software with Windows 10

Member of Marketing Advisor Board, University of Waterloo, Waterloo, ON, Jan. 2018 – Mar. 2018

- Discussed the budget
- Collaborated to improve upon application process for on-campus housing
- Contributed to improving marketing strategies for on-campus housing
- Provided feedback to implement improvements through personal experience

Freelancing, Titanium Financial Advisory, Brampton, ON, Summers 2014 – 2017

- Drafted Documents and Client Forms through Microsoft Office Word and Excel
- Responded to emails inquires
- Organized files and scheduled events
- Proofread documents to ensure accuracy