SYED TAHA FAISAL

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Skills

Business Analysis & Reporting	Requirements gathering, process mapping, workflow optimization, stakeholder communication, reporting, Data cleaning
Cloud & Automation	Microsoft SharePoint, Microsoft Power Apps, Salesforce, Docker, Zapier
Office & Productivity Tools	Microsoft Office 365 (Excel, Word, PowerPoint, Outlook), Google Workspace, MS Teams, Jira
Technical Tools	Python, SQL, C++, C#, Powershell, Bash, Nginx, Windows Server

Experience

Business Analyst Intern | *Government of Ontario*   **Sep 2024 - Apr 2025**

- Collaborated across multiple ministries to identify process improvement opportunities and streamline infrastructure provisioning workflows.
- Analyzed system and deployment logs to produce actionable reports for management, identifying trends and proposing solutions to recurring challenges.
- Standardized documentation and templates for cross-team adoption, improving communication and reducing onboarding time.
- Facilitated requirements gathering and stakeholder feedback sessions to align technical solutions with business needs.

Election Clerk | *Elections Ontario*   **Feb 2025 - Mar 2025**

- Oversaw office management and logistics, ensuring smooth day-to-day operations, securing location leases, and coordinating essential office resources.
- Delivered on-site staff training, guiding new team members on system use and troubleshooting, and preparing training materials.
- Managed tabulation paperwork and electoral data, ensuring accuracy in election results processing and compliance with procedural guidelines.
- Led election office setup and decommissioning, overseeing IT infrastructure, document security, and operational readiness for all election phases.

Data Analyst Intern | *Naryant*   **May 2024 - Aug 2024**

- Built a scalable data migration pipeline to extract, clean, and restructure content from a legacy client platform, significantly reducing manual effort and saving over $16,000 in operational costs.
- Wrote and deployed custom Python ETL scripts to transform raw data into consistent, structured formats for downstream consumption, ensuring high data accuracy and compatibility across systems.
- Monitored and analyzed large data loads for anomalies and processing errors, proactively resolving issues and optimizing workflows to maintain data integrity and system reliability.
- Collaborated with clients to gather requirements and clarify feature specifications for data migration and reporting projects, ensuring deliverables met business needs.

Senior Administrative Clerk | *Sheridan College*   **May 2023 - Apr 2024**

- Automated diploma processing workflows, leveraging tools like Excel and Python (NumPy, pandas) to streamline tasks and achieve a 77% increase in operational efficiency.
- Cleaned, validated, and organized large datasets using advanced Excel functions, supporting accurate reporting and data-driven decision-making for the registrar's office.
- Served as the first point of contact for students, efficiently triaging inquiries, resolving issues, and delivering high-quality administrative support.
- Coordinated document management and recordkeeping, maintaining compliance with institutional policies and ensuring timely distribution of diplomas and academic correspondence.

Education

Bachelor of Computer Science (co-op) - BCS   **April 2025**
Sheridan College | GPA: 3.6   *Oakville, ON*

- Relevant Coursework: Operating Systems, Database Management, Linux Administration, Networking Fundamentals
- Extracurricular: Sheridan CS Club Executive, Applied Computing Tutor, NSERC Innovation Award Nominee