

Akshara Suresh

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EDUCATION

University of Waterloo – Honours Science and Business, Biology Minor
Candidate for Bachelor of Science

Sept 2022 – April 2026

PROFESSIONAL EXPERIENCE

Assistant Adjutant to the Chief Military Engineer, Infrastructure and Environment
Department of National Defence

Ottawa, Ontario

Sept 2024 – Dec 2024

- Project managed the Canadian Military Engineers' annual Mess Dinner with over **200** attendees.
- Developed and delivered decision briefs to the Chief Military Engineer.
- Collaborated with the Chief of Staff's team to design and implement a new SharePoint site.
- Assisted with auditing and procurement processes, contributing to financial transparency and operational compliance.
- Prepared and presented comprehensive materials for the bi-annual Branch Council Meeting.

Health Receptionist, Kinesiology / Physical Therapy Assistant
Emkiro Health Services

Toronto, Ontario

Jan 2024 – April 2024

- Facilitated direct billing of insurance claims for patients, to create a more efficient experience for them.
- Engaged in comprehensive shadowing experiences with doctors of chiropractic, physiotherapists and acupuncturists, learning the process of diagnosis and forming a tailored treatment plan per patient.
- Managed **four** social media platforms, strategically curating daily content to inform and educate audiences.
- Contacted insurance companies to receive an explanation of benefits for patients, inquired about denied or pending claims, ensuring optimal satisfaction for patients.

Communications Assistant to the Minister of Crown Indigenous Relations, Summer Leadership Program
House of Commons

Ottawa, Ontario

May 2023 – August 2023

- Managed a portfolio of **four** social media platforms, conducting weekly reviews with the Minister, posting **thrice** daily.
- Assisted in preparing comprehensive binders and briefing notes prior to events for the Minister.
- Performed opening remarks for a [press conference](#) for the 40th Anniversary of Black July, commemorating the killing of Tamils in Sri Lanka in 1983.
- Organized and co-hosted Black July 40th Anniversary events, including a Prime Minister meeting with survivors and a symposium with over **200** attendees at the University of Toronto Scarborough.
- [Researched](#) racial and gender imbalance within Foreign Service positions in Canada and presented to the Minister.

Administrative Assistant
RE/MAX Community Realty Inc.

Scarborough, Ontario

Feb 2022 – Feb 2024

- Coordinated with developers and created forms and pre-construction project posters to **12.7K** real estate agents.
- Created and updated websites for pre-construction projects in Canada and short-term rentals/homestays.
- Created and managed posts for effective client engagement across Instagram, Tik Tok, and Facebook.
- Handled calls, appointment booking, and event coordination.

LEADERSHIP EXPERIENCE

Watsolve Consulting Group
Consultant

Waterloo, Ontario

Jan 2026 - April 2026

Science and Business Student Association (SBSA)
VP Marketing

Waterloo, Ontario

Sept 2023 - Dec 2023

- Developed marketing strategies to enhance the club's visibility and reach within the science and business community.

Small Business Owner
BalloonsByAks

Toronto, Ontario

Jan 2022 - Present

- Created and scaled a [balloon decoration](#) business, serving over **60** clients, from families to large corporations.

SKILLS

- MS Office Suite, Google Suite, Figma, Miro, Canva.