

# 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.