



Ali Khademi Sullivan

Profile

Resourceful and dedicated University student with excellent analytical skills. Strong organizational abilities with proven successes managing multiple academic projects and volunteering events. Well-rounded and professional team player dedicated to continuing academic pursuits at a post-secondary level.

Employment experience

- **Bell Canada** 2022 May – August
Summer intern - Project Analyst
 - Establish and facilitate technical conference calls for project delivery technical resources and client resources
 - Ensured all required resources are present on the bridge and maintain a log of all activities performed
 - Handle tasks involved in executing a project
 - Project Analyst on the Bell Canada McDonalds project delivering internet to McDonalds across Canada
 - Identified opportunities for optimization or improvement to the project or implementation manager
- **Ashley Home store** 2021 June-October
Retail Office administration Assistant & Customer Service Prime
 - Accountability for customer experience related to order quality, billing, customer concerns, shipping timelines, product concerns, general client inquiries
 - Prime for daily accounting statements and balancing of daily finances across multiple departments.
 - Act as point of contact between Sales team and Management to address multiple issues related to customer orders and billing
 - Coordinate deliveries of customer purchases with management, client, and delivery teams
 - Daily store closure activities including closing out daily balances and securing store with management team
- **Steel Grill Catering Company** 2017-2018
Chef Assistant & Catering Support
 - Support the Chef team to prepare for medium to large events
 - Event setup, food prep before, and during event
 - Support the floor event staff to ensure timely delivery of courses and manage post cleanup



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Education

Saunders Secondary School

- September 2017 – May 2021
Consistently achieving A+ average – Honor Roll student
- Successfully completed Stem pilot program
- Focuses on business, sciences and math's including computer science
- Knowledge of C++

Western University

- September 2021 – Present
- In the first year of a 4-year Co-op Software Engineering program

Volunteer Experience

- **Habitat for Humanity Heartland Ontario** 2019-Present
Merchandising and product assembly
- **Friends of Civic Garden Complex** 2019-present
Helped during Semi-Annual sale
- **Westmount Public School** 2016-2018
Sports assistant- Score keeping sports games
- **Saunders High School** 2018
Guide for grade 8 students
Assisted with tour and overview of school
- **IG Wealth Management** 2018
Performed various administrative and clerical tasks as needed

Skills

- **Java**
Learned in first year and still developing java knowledge in second year class
- **C++**
Self-taught and learned in programming classes during high school
- **JavaScript**
Learning in a second-year class
- **HTML**
Learning in second-year class and designing my own website portfolio

References

Available upon request

