

# **Alisha Parmar**

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## **EDUCATION:**

University of Calgary, Bachelor of Kinesiology

GPA: 3.9

Expected Convocation: December 2025

University of Calgary, Bachelor of Commerce in Finance

GPA: 3.9

Expected Convocation: December 2025

## **EXPERIENCE:**

### **Program Navigation Assistant | Calgary Adapted Hub**

(September 2024 – Present)

- Provided free one-on-one consultations to individuals and families to assess their needs and preferences to guide them to applicable recreation programs and activities
- Acted as an intermediary to connect families to accessible and inclusive recreation programs within Calgary and surrounding areas
- Investigated and consolidated information regarding various inclusive and adaptative recreation programs to provide tailored support

### **Teaching Assistant | University of Calgary**

(September 2024 – Present)

- Assisted with MGST 453: Ethical Leadership at the University of Calgary
- Provided detailed and constructive feedback on assignments and exams to help with student learning
- Ensure all academic integrity procedures were being followed throughout the duration of the course
- Worked closely with faculty members to ensure that grading evaluations aligned with the standards of the undergraduate course

### **Business Team Member | UCalgary Racing FSAE**

(February 2022 - Present)

- Proactively initiated communication with potential sponsors to foster partnerships
- Managed the team's diverse social media platforms and website to enhance online presence
- Produced and curated various forms of visual content across all social media platforms
- Designed, marketed, and fulfilled merchandise orders to support team funding and branding initiatives
- Worked within a competitive industry to secure and maintain key partnerships
- Served as a liaison between multiple technical sub-teams, effectively communicating budget and sponsorship needs of the engineers to the finance team
- Organized and coordinated events, including the annual unveiling of the car to engage stakeholders

### **Accounts Payable Summer Student | City of Calgary**

(April 2024 – August 2024)

- Coordinated User Acceptance Testing for the Corporate Credit Card Workflow system across the City of Calgary and Calgary Police Service
- Created guides to assist with change management for over 6000 users at the City of Calgary and the Calgary Police Service
- Assisted with the development of an automated system which provides cost-savings and environmental benefits
- Streamlined the test submission process for the User Acceptance Testing, allowing for greater compliance

### **Consumer Services Assistant | Vecova**

(August 2023 – April 2024)

- Communicated with consumers via email, phone and in person to address a variety of needs regarding rentals, facility information and program inquiries
- Enrolled customers into programs, booked internal rooms, utilized P.O.S systems and handled cash
- Fostered a welcoming and inclusive atmosphere for individuals with diverse needs

### **Facility Attendant | Northern Hills Residents Association**

(September 2021 - October 2023)

- Booked rentals, registered program participants, managed payments for annual fees and bookings
- Provided exceptional customer service via phone, email and in person
- Processed relevant documents to transfer home ownership

### **Regional Coordinator and Supervisor | Royal City Soccer Club**

(July – August 2018, 2019, 2021, 2022, 2023)

- Instructed youth aged 5-13 in soccer fundamentals within an engaging environment
- Maintained effective communication with parents and upper management
- Managed all North Calgary sites in 2022 and 2023, handled logistics, prepped supplies, resolved any on-site situations that occurred, ensured employee development was ongoing

### **SKILLS:**

Technical Skills: Proficient in Microsoft Suite (Word, Excel, Outlook, Power BI, PowerPoint), Adobe Photoshop, PerfectMind, Python, HTML, Markdown, PeopleSoft and R-Studio.

Soft Skills: Able to work cross-functionally, Curious, Driven, Eager, Leadership, Trend Analysis, Analytical Skills, Detail-Oriented, Written & Verbal Communication, Accountable, Self-Motivated, Task Management, Teamwork, Marketing & Branding, Problem Solving, Adaptability and Innovation.