
AMRIT JASSAL

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EDUCATION

Schulich School of Business, York University

September 2015- June 2019

Bachelor of Business Administration (BBA)

- Student mentor (Schulich Protégé Program) and tutor (Schumon)
- Member of Schulich Ambassadors and York Marketing Association

WORK EXPERIENCE

TD Canada

July 2019 - Present

Project Analyst

- Supported the development of multiple projects by leading status and project team meetings, including preparing and distributing project documentation
- Completed financial tracking and provided project analysis to management, including insights and recommendations
- Created and updated project schedules and maintained project SharePoints
- Managed and maintained relationships with project stakeholders and effectively communicated project status to senior management

Canada Pension Plan Investment Board

April 2018-August 2018

Global Corporate Communications Intern

- Increased visibility of CPPIB within media by 20% through leading reputation management programs and working on external communication projects which enhanced reputation
- Designed a dashboard in Tableau to contextualize data around reputation risk assessments, and maintained database for conducted research
- Initiated fiscal year-end initiatives including media briefing presentations and Annual Report planning

Transcontinental Media

May 2017-September 2017

Data Analyst Intern

- Gathered financial information on 56 company's retirement programs including data gathered from surveys, web scrappers and online databases
- Conducted market research to contextualize data findings and present to stakeholders in project to summarize retirement systems in Canada

Durham Regional Police

May 2016- August 2016

Financial Services Intern

- Developed strategy maps and created a KPI dashboard to effectively measure key business objectives
- Assisted in financial report analysis, daily invoice processing and journal entries

EXTRACURRICULARS

Volunteer, City of Pickering

2015- Present

- Promoted community events on social media- led to a 47% increase in likes on Facebook
- Provide assistance to city wide events such as ArtsFest, Santa Clause Parade and more

Love by Didi- Client Engagement & Communications Manager

2017-Present

- Designing wedding invitations for brides (specializing in South Asia weddings)
- Consulting with clients on wedding initiation designs and themes

SKILLS

- Highly proficient in Microsoft Office Suite
- Strong organizational and problem solving abilities
- Excellent interpersonal and communication skill