

ANAÏS MORTAZAVI ZADEH

anaismortazavi@gmail.com ♦ anais-mz.github.io/Anais-MZ-Portfolio/

647-965-9955

534 Rue Milton ♦ Montreal, QC H2X 1W4

EDUCATION

McGill University

4th Year, BA & Sc. Degree

Major in Cognitive Science

Minor in Communication Studies

Relevant Courses: Cognitive Science, Computational Models, Behavioural Neuroscience, Intro to Computer Science, Psychological Statistics

August 2019-April 2023

Overall GPA: 3.68/4.0, Major GPA: 3.73/4.0

Havergal College

Ontario Secondary School Diploma

Score of 5/5 on the AP French Language and Culture Exam

September 2015-June 2019

Overall GPA: 4.0/4.0

SKILLS

Languages - English (Native), Farsi (Native), French (Fluent), Mandarin (Intermediate)

Programming Languages – Python, Java

Microsoft Office – PowerPoint, Word, Excel

G Suite – Google Docs, Google Sheets, Google Forms

Relevant Software – PsychoPy

WORK EXPERIENCE

Research Assistant

McGill University

Montréal, Québec

May 2022-Present

- Working with Prof. William Straw on his research on Night Studies.
- Searching databases for articles published between 1920-1979 on the night in Montreal.
- Looking at French databases for articles and existing research on relevant topics.
- Collecting, analyzing, and organizing information and data from night studies papers.
- Translating important information from French to English.
- Reporting progress with Prof. Straw regularly.

Peer Tutor Coordinator for the Arts Undergraduate Society

McGill University

Montréal, Québec

September 2020-April 2022

- Organizing the creation of an accessible website where hundreds of students can book tutoring services.
- Assessing and reviewing over 50 student applications for tutoring positions.
- Managing and regularly updating the booking platform.
- Preparing tutor contracts and time-sheets, ensuring all tutors are paid appropriately.

Office Administrative Assistant

1516143 Ontario Ltd.

Toronto, Ontario

March 2019-August 2020

- Regulated all communications within the company and with external clients.
- Edited and proofread contracts before mailing to external parties.
- Maintained and kept up with strict weekly deadlines.
- Organized the transition to online work platforms with the onset of the COVID-19 Pandemic.

VOLUNTEER EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Co-Chair for the National Integrative Research Conference

McGill University

Montréal, Québec

January 2022-April 2022

- Planning the annual National Integrative Research Conference (NiRC).
- Organizing a user-friendly conference for both in-person and online attendees.
- Finding, contacting, and booking venues to host over 100 participants.
- Applying for legal permits including food, alcohol, and other event permits.
- Preparing agendas and leading committee meetings with other co-chair.
- Promoting conference online and in-person through fundraisers, sponsorships, and other events.

ACADEMIC ACHIEVEMENTS

9th Place in the International Chinese Bridge Competition

Confucius Institute

Beijing and Kunming, China

October 2018

- Represented Team Canada, placed 9th out of 100 participating countries.
- Received a one-year scholarship to the Yunnan Normal University.

Constance Pudan Prize for French

Havergal College

Toronto, Canada

September 2017

- Awarded to the highest grade in senior-level French class.
- Received a 98% out of 100%.