

ASHBA ADIL

ashbaadil@hotmail.com · 647-801-1571

EDUCATION

University of Waterloo

Degree in Management Engineering

Sep 2018 - Apr 2023

WORK EXPERIENCE

Bell Canada

Project intern

June 2019 | August 2019

- Automated process of capturing data from IP's, storing in files/creating backups for 500+ devices by creating a python script, making process 93% more efficient.
- Created various visual KPI's such as workload management boards and agile boards to track the number of reports completed by employees
- Created and presented an employees surveys and satisfaction plan, an end to end solution to improve wellness in the workplace
- Performed testing on Cisco codecs to ensure security for all the network information and user interface

TOHacks

Product Designer

2019 | 2020

- Wrote user stories, created KPI's and high-fidelity wireframes using Figma for the Applicant Portal.

Student Council

President

2017 | 2018

- Planned and executed various school events, meetings, contacted vendors, voiced concerns for 2000+ students
- Wrote proposals to pitch for a higher school budget and managed budgeting for clubs using Excel sheets
- Created innovative product designs to sell to the student body, including marketing materials made with Photoshop

City of Toronto

Summer Camp Leader

2016 | 2018

- Led daily events, games, and cooking procedures, while guiding campers in personal growth
- Excellent organizational skills from maintaining sign in/out, program records, and incident reports
- Communicated with parents regarding the campers' performance and future expectations to improve camp etiquette

SKILLS

| | |
|---------------------|--|
| Programming/Design: | Python, Java, HTML5, CSS3, Figma, Photoshop |
| Analysis/PM: | Microsoft Excel, Powerpoint, VBA, JIRA, Confluence |
| Others: | Leadership, Public Speaking, Multilingual |

PROJECTS

Personal Website

Created a portfolio website from scratch using HTML5, CSS3 and some javascript libraries.

Decision Support Tool

Created a tool using Excel/VBA to help teams' manage their tasks, time, progress and scheduling

EXTRACURRICULARS

First year Coordinator- UWaterloo IISE

Organized workshops/ mock interviews, managed their Instagram account and attended weekly meetings to provide feedback regarding issues from the Management Engineering Class of 2023

Business Development Specialist - TobyX

Performed Market research analysis to increase sales and brand awareness.