

BROOKLIN BECKER

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HIGHLIGHT OF QUALIFICATIONS

Microsoft Office (Excel, Word, PowerPoint, SharePoint)	Policy Development Research Project Management	R & RStudio Figma & Miro Data Analysis & Visualization
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EDUCATION

University of Toronto

September 2020 - Present

- Bachelor of Information - BI (2023-2025)
- Prev. Criminology & Sociolegal Studies (2020-2023)

PROFESSIONAL EXPERIENCE

University of Toronto Student Life (Campus Organizations Assistant)

2023 - Present

- Enhanced organizational efficiency by developing and reviewing policies, processes, and communication standards to optimize staff workflow
- Spearheaded several small-scale data projects involving analysis of archival data to ensure accuracy in information systems
- Revamped multi-user organizational email account, implementing an intuitive information sorting system to facilitate easier access and navigation for enhanced organizational communication
- Collaborated within a team environment to understand and address information management needs, often individually identifying and taking on management issues

University of Toronto Student Life (Special Projects Assistant)

2022 - 2023

- Supported various levels of Student Engagement staff on priority tasks to organize and streamline project goals, ensuring thorough and cohesive project foundations
- Managed data sorting and archiving for several IT projects, enhancing information clarity within workshop scheduling system platform
- Led a contract-long project involving consistent data uploads, cleaning, and transformation to maintain up-to-date information on the Career Learning Network platform
- Engaged in planning, organizing, coordinating, and managing daily assigned work, utilizing analytical and organizational to manage multiple projects at once

SELECTED PROJECTS

WayWise U of T Campus Wayfinder (Course Design Project - *How to Design*)

2023

- Collaborated on a capstone research project focused on addressing user challenges within a university setting, utilizing UX design tools and lean research methods to develop innovative solutions which address student pain points with regards to navigation/wayfinding at U of T
- Directed a research project aiming to understand pain points experienced by a specific user group, leading to improvements in resource frameworks and communication channels

Clubs/Organizations Student Leader Experience (U of T Student Life)

2023

- Directed a quantitative research project addressing student leader pain points in operating clubs/organizations
- Conducted data collection and analysis leading to bottom-up changes within the Student Engagement-endorsed resource framework
- Revised the framework to improve communication between the institution and student leaders, resulting in a lower rate of formal complaints and inquiries