



ENGI TAKLA

CONTACT

 (403) 968-4773

 engitakla@gmail.com

TECHNICAL SKILLS

LANGUAGES

SQL, PYTHON, JAVA, HTML, CSS, C

TOOLS

MySQL, MS Visual Studio, Eclipse,
Pycharm, JUnit Testing, Git, Pandas,
Matplotlib

SKILLS

- Collaboration
- Interpersonal Communication
- Teamwork
- Leadership
- Data Analysis
- Data Visualization
- Problem-Solving
- Time Management
- Project Management
- Administrative support

PROFESSIONAL SUMMARY

Computer Science student with hands-on experience in SQL, Python, and data analysis, complemented by a Bachelor's degree in Psychology. Skilled at organizing and interpreting data through academic projects, administrative work, and business operations. Experience includes bookkeeping, reporting, and IT support for a small business, as well as client coordination in a healthcare setting. Psychology background provides additional insight into human behavior and decision-making, helping to create user-centered, data-driven solutions. Seeking opportunities in data analysis or business operations to apply technical and analytical skills while continuing to grow professionally.

EDUCATION

Bachelor of Science (B.S.): Computer Science Sept. 2022 – Present
University of Calgary

Bachelor of Arts (B.A.): Psychology Graduated Apr. 2021
Mount Royal University

EXPERIENCE

Receptionist Aug. 2018 – Sept. 2024
Lakeview Physiotherapy & Acupuncture - Calgary, AB

- Executing critical administrative operations with precision. My role involved coordinating with 25+ practitioners, optimizing appointment scheduling through digital tools, and managing billing processes. I developed a keen eye for detail and a systematic approach to tasks, furthering the company's values of integrity and superior client service. This experience honed my capacity for multitasking and sharpened my collaborative abilities.
- Played a pivotal role in enhancing operational efficiency by innovating a simplified method for product cost calculation and order tracking, demonstrating a proactive approach to problem-solving and process optimization.
 - Ongoing communication with legal and insurance entities regarding clients, reinforcing my interpersonal skills and ability to manage sensitive information effectively.

Administrative & IT Support Feb. 2024 – Present
Takla Brothers Moving - Calgary, AB

- Oversaw daily administrative operations including bookkeeping, client records, and expense tracking.
- Managed payroll, invoices, and financial reconciliations using QuickBooks and Square Software.
- Created and maintained user accounts and access controls to

- ensure secure workflows.
- Updated and managed the company website to keep service information accurate and accessible.
- Assisted leadership with reports and data organization to support business decisions.

VOLUNTEER EXPERIENCE

Youth Leader/Mentor

Sept. 2016 – Dec. 2022

St. Mina Coptic Orthodox Church - Calgary, Alberta

- Guided and developed leadership skills in youth groups from grades 7 – 12 containing over 30 youth per class, dedicating 2-6 hours weekly to supervise, facilitate collaborative workshops, and lesson planning enhancing both individual and team growth.
- Utilized my expertise in adolescent development to mentor students through various personal and spiritual challenges, leading to retention of youth. This experience underlines my capability to connect with individuals on a deeper level fostering lasting relationships.
- Collaborated with key community stakeholders to strategize and implement engaging youth programs and activities, resulting in a noticeable increase in active participation and fulfilling the program's mission to support the youths' spiritual goals.

PROJECTS

- **Personal Website:** Created a personal website using HTML and CSS, showcasing my projects and skills. Implemented responsive design principles to ensure optimal user experiences across different devices. (engitakla.github.io)
- **Course Projects:**
 - Air Quality Data Analysis (Python, Pandas, Matplotlib): Analyzed Calgary dataset to identify factors contributing to poor air quality; created visualizations to communicate findings.
 - An Adventure Game: Created various text-based adventure games in Python.
 - Grade calculator: Created a basic grade calculator in Python, and a more advanced version with a graphical interface in Java.
 - Cyber Security Adventure Game: Choose your own fate, text-based adventure game made in HTML with hand drawn images, providing a level of humor while also prompting user reflection on digital security practices.
 - Student Portal (React, HTML): Designed a reimagined student portal prototype focusing on usability and accessibility using HCI techniques.
 - Recipe Box (React, Django, MySQL): Built a full-stack recipe management platform where users can browse, favorite, and organize recipes.