

SAJEDA MOKBEL

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October 13th, 2016
University of Waterloo
200 University Avenue West
Waterloo, ON, N2L 3G1

Winter Co-op Term – Django Developer

Dear prospective employer,

I recently spoke with Richard Sin, my physics mentor, and was made aware of a job opportunity at the University of Waterloo as a Django Developer. As he mentioned the exceptional experience he had working with you in the past, I learned more about Django framework and its role in transforming the security and dynamics of web application - I couldn't help but get excited about the possibility of joining your team.

As an undergraduate physics student, I have enhanced my ability to solve problems in a timely and precise manner. My fast learning skills will reduce your typical training time and my expertise in Python will improve your current projects and envision new ones. Through my computational physics course, I am experienced with creating Python scripts to determine scientific solutions to complex physical problems in a short period of time. My analytical skills and experience in programming will contribute significantly in the deployment of your projects.

Your time is a valuable resource, and I understand the importance of deadlines. With my various work and leadership experience, I am capable of finding solutions under stress and boosting team productivity. My attached resume makes it evident that my exceptional collaboration skills combined with my technical skills and interest in the growth of web application makes me well-suited for the Django Developer position and what it has to offer.

I am a highly motivated individual and my time management and communication skills will be an asset to your team. I look forward to the opportunity to discuss my skills and qualifications in greater depth for this four-month position. I can be reached at smokbel@uwaterloo.ca.

Thank you for considering my application.

Sincerely,

Sajeda Mokbel

SAJEDA MOKBEL

☎ 647-864-0033 | ✉ SMOKBEL@UWATERLOO.CA | 📖 PHYSICS 2A | in SAJEDA-MOKBEL

SUMMARY OF QUALIFICATIONS

- Developed excellent customer service and problem-solving skills as a front desk assistant at the University of Waterloo
- Knowledge in MS Office (Word, PowerPoint, Excel, SharePoint), Adobe (Photoshop, InDesign), LabVIEW, Python, working knowledge in HTML & CSS
- Ability to adapt to a fast-paced work environment and follow all instructions provided by a higher authority
- Trilingual with working knowledge in French and advanced knowledge in Arabic

EDUCATION

UNIVERSITY OF WATERLOO

Waterloo, ON

Candidate, Bachelor of Science in Honors Physics (Co-op)

June 2020

WORK EXPERIENCE

UNIVERSITY OF WATERLOO

Waterloo, ON

Front Desk Assistant

August 2016- Present

- Provided strong administrative support by updating balance sheets in Excel, processing incoming mail, and keeping records of all scheduled space and equipment
- Completed various transactions for key deposits, key replacements, printing and scanning costs through Point of Sales
- Assisted incoming students with urgent matters by carefully listening and advising on the appropriate method of action

UNIVERSITY OF WATERLOO

Waterloo, ON

Residence Ambassador

November 2015 - March 2016

- Conducted tours for prospective students in order to familiarize them with the campus and increase their motivation
- Facilitated question and answer sessions to promote discussion in an open environment resulting in a positive experience

MCEWAN FOODS TD CENTRE

Toronto, ON

Food Services Representative/Barista

May 2015 - September 2016

- Demonstrated exceptional communication and organizational skills by preparing meals that suit customers' preferences
- Collaborated with team members to properly complete daily tasks, increasing efficiency in the workplace
- Resolved various customer concerns creating a positive shopping experience, leading to an increase in sales

VOLUNTEER EXPERIENCE & EXTRACURRICULARS

AIESEC (INTERNATIONAL EXCHANGE PROGRAM)

Waterloo, ON

Marketing Analyst

August 2016 - Present

- Communicate efficiently with target audiences to promote our services and encourage them to volunteer/intern abroad, resulting in greater brand awareness, leading to a higher participation rate
- Analyze data on interested students using database Salesforce, resulting in a better forecast of the participation rate

ETIC (ECONOMICS TREND, INVESTMENT & CAREER)

Waterloo, ON

Executive

September 2016 - Present

- Facilitated guest speaker forums and monthly discussions to gain students' insight on prevailing economic trends by networking with leading figures in different industries
- Worked on analysis reports which conclude insights from guest speaker forums and sent them to participating industries

SATEC COLLEGIATE INSTITUTE

Toronto, ON

Yearbook Designer

November – May 2015

- Developed strong Adobe InDesign and Photoshop skills by designing pages for the school yearbook
- Perfected teamwork skills with fellow members by constructive criticism which lead to successful performance

ADDITIONAL

- Certificate of Membership for AIESEC Canada **September 2016**
- Ontario Scholar Award in recognition of academic excellence **June 2015**
- **Volunteer** at Toronto International Film Festival and Evergreen Brickworks **April 2012 - 2014**
- **Interests:** Travelling, volunteering abroad, swimming, reading, programming, competitive running