Maan Patel





Young, and enthusiastic individual with an ability to work effectively with diverse personalities in a tactful, decisive, and resourceful manner. Proficient in Microsoft Word, Excel, and PowerPoint. Enjoy working as a team member as well as independently.



Microsoft Excel (Pivot Tables, Macros, VBA, and organizing data)

Effective at multitasking, creative and working under pressure to accomplish overall objectives.

Strong planning and organization skills with time management and quick problem-solving

Technical Skills (learning Java, HTML, CSS)

Confident, articulate, and professional speaking abilities

Experience

2019-05 - 2019-09 IT Security Risk and Audit Administrator (CO-OP Student)

Toronto District School Board (TDSB)

Responsibilities:

- -Used an information security framework
- -Identified and managed IT Security Risks and Risk Assessments
- -Recommended the implementation of security controls
- -Assisted in developing a new IT Audit program

2017-04 - 2018-01 Coordinator, Marketing & Communications

Toronto Public Library (Albion)

Responsibilities:

- -Managed project schedule for internal and advertising campaigns (print and digital) on Microsoft Excel, and PowerPoint.
- -Assisted stewardship and marketing teams with creating new fundraising proposals
- -Worked with the Toronto Public Library's social media team and website teams as required
- -Organized events and public speaking

2018-04 - 2018-09 **Lead Rides Attendant**

Canada's Wonderland

Lead of the Department

Responsibilities:

- -Being energetic, confident, professional, associate motivation and corrective action for guest conflict resolution Working in a team to achieve targets (hourly cycles on rides)
- -Assisted the Supervisor in overseeing the safe and efficient operation of an entire ride group

2016-12 - 2017-03 **Academic Tutor**

Humber College

Tutoring students of grade 9 and 10 from various TDSB high schools.

Responsibilities:

- -Helped students to develop study skills and organization techniques to help improve their academic performance
- -Motivated students to engage more in academics

☆ Projects

present Design Support Tool

Creating a design support tool in Excel for project management and purpose of helping a team during a project life for progression and team coordination. This tool has the use of pivot tables, Visual Basic of Application, Macros, etc. There are several functions that allow to store meetings, personal logs and improve communication within a team.

present Industry 4.0

Creating a High School level competition challenging students to analyze a process flow in a manufacturing plant and developing the optimal operation. Some skills learned are developing, organizing, executing innovative ideas, and helping to strengthen project management skills.



2018-09 - 2023-04 University of Waterloo

Management Engineering