

# MALVIKA BALARAJ

3B MANAGEMENT ENGINEERING, UNIVERSITY OF WATERLOO

 (613) 406-0333 |  mgbalara@edu.uwaterloo.ca |  <https://malvikabalaraj.github.io/>

## SUMMARY OF QUALIFICATIONS

---

- Outstanding customer service, communication, interpersonal skills and cross-functional collaboration, refined through customer interactions
- Detail oriented and strong organizational skills with the ability to carry out tasks with minimal supervision, improved through project experiences
- Ability to work effectively with diverse personalities in a tactful, decisive and resourceful manner, enhanced through stakeholder interactions
- Demonstrate leadership qualities and the ability to motivate others to accomplish goals, enhanced through volunteer leadership roles
- Excellent mentorship, problem solving and analytical skills, improved through diverse work experiences

## SUMMARY OF TECHNICAL SKILLS

---

- Languages: Java, C, SQL, HTML, CSS, JavaScript, PHP, Lex and Yacc, Python
- Tools: Microsoft Office Suite, Excel (VBA, Pivot Tables, Forms), GitHub, TestRail, JIRA, SharePoint, Rally, Postman, Tableau, SurveyMonkey, Aha!
- Operating Systems: Linux (Ubuntu), Windows, MacOS

## WORK EXPERIENCE

---

### Product Management – IoT Cloud Solutions *Wind River (An Intel Company) | Ottawa, ON*

*May-Aug '18*

- Interviewed and surveyed stakeholders, analyzed results, and proposed an Agile product management tool (Aha!) to improve efficiency
- Conducted competitive analysis to develop a pricing calculator used to compare competitor pricing
- Assisted in the UI/UX development and release of the IoT Cloud Solution product website improving customer usability
- Defined product strategy and functionality by creating roadmaps and prioritizing features based on market analysis
- Led an ideation process, recommended improvements through a presentation and implemented a strategy for future use

### Embedded Software Engineer - Real Time Operating Systems *Wind River (An Intel Company) | Ottawa, ON*

*Sept-Dec '17*

- Developed scripts using C to integrate Linux with VxWorks (RTOS) improving product functionality
- Worked with the Scrum Master to implement Agile Methodologies within the team and improved efficiency
- Created a compiler using Lex and Yacc to translate proprietary shell script to XML that simplify the build process
- Resolved issues on embedded targets (Harcuar, Broadwell), which enabled efficient testing

### Quality Assurance Co-op *Axonify Inc. | Waterloo, ON*

*Jan-April '17*

- Identified test requirements, and designed a test coverage plan using TestRail that improved quality
- Developed and carried out regression, functional, and load tests for applications in real-world scenarios
- Accomplished revenue savings by preventing defects in the software, reducing downtime and enhancing customer experience
- Increased turnaround time by implementing and writing API tests using Postman

### Supply Chain Warehouse Optimization Co-op Student *Department of National Defence (DND) | Gatineau, QC*

*July-Aug '16*

- Designed a working model of DND's warehouse using FlexSim (a supply chain simulation software)
- Streamlined supply chain processes by developing process maps that increased efficiency
- Analyzed and researched existing practices in warehouses and recommended improvements through a presentation (60+ people)
- Documented procedures used for training DND employees

## PROJECTS

---

**University Ranking Tool** | Developed a tool to recommend universities to students based on location, SAT scores, and rankings, using VBA and Excel

**Online Store** | Designed and developed an online makeup store using PHP, HTML, and SQL to connect to MySQL (database)

## VOLUNTEERING AND INTERESTS

---

**FinTech Content Director, Nspire Innovation Network** | Organized the FinTech pillar for NBTC (National Business and Technology Conference)

**Co-op Coordinator, University of Waterloo** | Organized multiple events for 250+ students during the co-op term in Ottawa

**Institute of Industrial Engineers Conference** | Moderated case competitions and interacted with 100+ engineering students from across Canada

**Residence Council Events Director, University of Waterloo** | Scheduled and organized monthly residence events for over 300 students

**Volunteer, Dress for Success (NGO)** | Coordinated activities to help raise funds for the organization

**Sports** | Participated in squash, swimming and badminton competitions

**Music** | Played the piano and the clarinet as part of a band at multiple concerts

## HONOURS AND AWARDS

---

**Residence Leadership Award** | University of Waterloo

**Finalist** | Miss Canada South Asia beauty pageant

**Case Competition Finalist** | Management Consulting Club

**President Scholarship** | University of Waterloo