# Mansi Patel

## 40 Hadley, Cres, Halifax, NS – B3N0E4 | Mansi.Patel@dal.ca | (902) 580 0987

January 27, 2022
Olivia Melisek
Early Talent Intern
675 Cochrane Dr
Markham, Ontario, L3R 0B8

Dear Olivia Melisek

I am writing to express my interest for the position of Software Developer Intern with Ceridian Canada Ltd. as advertised through Dalhousie's myCareer website. I am pursuing 2$^{nd}$ year of my Bachelor of Computer Science degree at Dalhousie University. I am student with a curious mind, and I am confident that my in-dept knowledge and skills that I have acquired through academic coursework, projects, and passion for developing high-quality solutions will make me an asset for this position. Working for your company is a great opportunity for me to learn and build my technical and professional skills.

I have been practicing programming languages like C, C++, and Java for more than 4 years. I have strong knowledge of object-oriented programming with java and have received A+ twice for the related courses at university. I also have good knowledge of web technologies like HTML, CSS, JavaScript and JSON and I have built a dynamic university time-table website as a project for one of the courses I took at university. I also have knowledge of MySQL and developing relational databases as have worked on a database project before as mentioned in my resume, working on these projects with people from different age group made me a team player and enhanced my interpersonal skills. Not only technical skills, but I have also developed communication, organization and designing skills while I worked with Dalhousie university's google student developer club as a graphics designer, I worked with the team of 10 students where we discussed and created graphic designs individually for the events and seminar. Furthermore, I am willing to learn new technologies that will allow me to widen my technical horizons and contribute to your organization.

I am excited to contribute my technical abilities and support towards your team to help your company achieve its goals. Please review my resume for a more in-depth illustration of work history and accomplishments. I would be pleased to meet with you for an interview to discuss the position and my qualifications further.

Thank you for your time and consideration,

Warm Regards,
Mansi Patel.

**CERIDIAN**

MENU

# Early Talent Intern

Virtual    Req #10704

Date Posted: Wednesday, January 12, 2022

**Job Title:** Early Talent Intern
**Department:** Talent Acquisition
**Work Term & Duration:** Spring 8 Months
**Location:** Virtual

Ceridian is a global leader in Human Capital Management technology. Simply put, we allow our customers to do the most complex things well (HR, Payroll, Benefits Administration, Workforce Management and Talent Management) and do them to scale. Makes Work Life Better™ is our brand promise, not only to our customers, but to our employees as well. Our flagship platform, Dayforce, helps leaders make smart decisions based on data, strategy and intelligence that create value and maximize productivity.

**Benefits for Students:**

- Experience working for one of the fastest growing Human Capital Management technology companies in the world Access to Ceridian's development programs and resources
- Ability to work with as well as create relationships with members across the globe
- Autonomy to bring forth new ideas and optimize existing structures within the organization
- Meaningful responsibilities, enabling you to obtain 'real-world' experience
- Dynamic hands-on exposure to multiple business-units and stakeholders across Ceridian

**Job Summary:**
The mandate of the Early Talent team is to invest in the growth & development of diverse early talent, globally. We fundamentally believe that students today are the leaders of tomorrow.
As part of the Early Talent team, you will play an active role in attracting, recruiting, and developing top student talent. You will be responsible for partnering and managing relationships with various universities to facilitate the hiring of co-op students, interns, and new graduates.

**Responsibilities:**

- Identify, coordinate and lead campus recruitment events, globally
- Evolve the campus ambassadors' program
- Maintain relationships with existing universities/colleges and form relationships with new institutions
- Assist in full cycle recruiting for co-op and intern positions
- Accurately process hires into Dayforce and manage background checks via HireRight
- Assist with student orientation
- Work with the business to identify appropriate Ceridian positions to promote on campus
- Promote the Ceridian brand through campus recruiting
- Perform a variety of administrative functions including surveys, invoicing, and reporting
- Help lead Diversity, Equality and Inclusion strategic initiatives in the world on Early Talent

**Qualifications:**

- Enrolled in Human Resource or related business programs.
- Highly organized, diligent, and good initiative
- An outstanding communicator able to captivate a new grad audience
- Interested and intrigued in early talent initiatives, activities, and programs; able to build deep relationships with on-campus resources as well as Ceridian business leaders
- Ability to maintain trustful relationships with candidates, hiring managers and educational partners
- Ready to be an active participant on key Universities/Colleges campuses
- Creative with a strong desire for process improvement
- Demonstrate a passion for people and their careers
- Self-directed individual who can work in a team atmosphere
- Passion for working in a fast paced, innovative environment where change is frequent and desired
- Attention to detail and proficiency with various Microsoft productivity tools including Outlook, Excel and PowerPoint
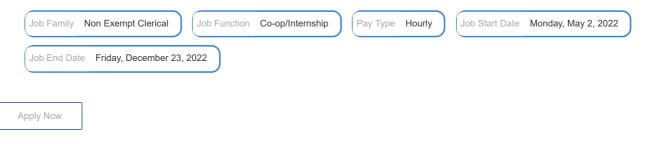
We understand that no matter where you are, choosing a new employer is always one of life's most stressful events. We encourage you to check us out at Ceridian.com or follow us on LinkedIn to learn more about how we are impacting the world of work for our customers, employees and you!

Ceridian is fueled by the diversity of our talented employees. We are an equal opportunity employer and consider and embrace ALL individuals and what makes them unique. We believe our employees should be happy and healthy, with peace of mind and a sense of fulfillment. We provide our employees with comprehensive benefits for various life circumstances and needs, great opportunities for career development, and a balanced lifestyle to achieve personal and professional success.  We encourage all individuals to apply for positions that fit their passions.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted. If you are selected for an interview, you will be contacted by a Ceridian Recruiter with a @ceridian.com email directly from our organization.

## Other details

| Job Family | Non Exempt Clerical | Job Function | Co-op/Internship | Pay Type | Hourly | Job Start Date | Monday, May 2, 2022 |

| Job End Date | Friday, December 23, 2022 |

Apply Now

# Mansi Patel

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**LinkedIn:** www.linkedin.com/in/mansi-patel-558b37219

## Co-op Status

- Will have completed three of eight academic terms in April 2022
- Will be available for first Co-op term in May 2022

## Education

**Bachelor of Computer Science**, Dalhousie University, Halifax, NS          **Jan. 2020 – Sept 2025**

- **Courses include:**

Software Development, Data Structures and Algorithms, Workplace communications, Discrete Mathematics, Database Management, and Web – development

**(CGPA – 4.23)**

## Skills

**Technical:**

- **Programming Languages:** HTML, Java, C/C++, JavaScript, CSS, Python, PHP, React JS
- **Database systems:** MySQL, Oracle
- **Tools:** Visual Studio Code, IntelliJ IDEA
- **Operating Systems:** Windows, MacOS, Linux
- **Version Control:** GIT

**Professional:**

- Communication
- Teamwork
- Technical writing
- Teaching
- Time management

- Patience
- Organization
- Multitasking
- Multilingual – English, Hindi, and Gujarati

## Academic Projects

**Farmers' Market Game** – Dalhousie University                                              **Nov. 2021**
- **Technologies Used:** Java, IntelliJ IDEA
- Designed a console-based game where I wrote the code for the game where a farmer can buy a farm, grow, and harvest different type of food using different types of soil, evaluate the time required to grow the food and give the cost of food accordingly.
- Implemented the functionality of the game using OOPs concepts.

**Academic Timetable Website** – Dalhousie University                                    **Jan. 2021**
- **Technologies Used:** HTML, CSS, JavaScript, JSON
- Built and designed a website which displayed various courses and schedule details.

- Made the website responsive by adding mobile and table views and designing a toggle button for dark mode.
- Added functionality for students to add/drop the courses.

**Library Project** – Seventh Day High School, India                                                      **Oct. 2019**
- **Technologies Used:** MySQL
- Collaborated with a diverse team of 5 students to build a database for library to help manage various library records.
- Identified assignment requirements, then designed and built the database.
- Successfully communicated the scope of the project by writing clear, accurate technical specifications and presenting the project summary to the class

## Experience

**Graphics Designer**, Google Developer Students club, Dalhousie University                      **Jan. 2022 – Present**
- **Technologies Used:** MS Power Point, Canva, Adobe Photoshop, WIX.
- Working with the team of 10 students to discuss design ideas and accordingly prepare power point presentations, poster designs, and social media posts for various events.

**Peer Mentor**, Hackathon, Dalhousie University, Halifax, NS                                              **Jan. 2022**
- Hosted meetings to help team of 15 student collaborate and work together to build a website. Helped them by explaining topics and providing resources for the event.

**Note Taker**, Computer Science, Dalhousie University                                              **Sept. 2021 – Present**
- Supporting student success by breaking complex topics into simple, understandable notes and provide those notes within 48 hours of the class schedule.

**Teaching Assistant**, Seventh Day High School, Gujarat, India                                    **Jun. 2019 – Dec. 2019**
- Supported student success by condensing complex concepts into simple-to-understand explanations through different means of communication (tutorials, videos, lectures, online content). Moreover, assisted teachers in preparing for various in-class activities and help them to schedule their meetings.
- Assessed, graded, and logged student performance on assessments according to faculty policy

## Interests
Vlogging, Video Production, Writing, Reading, Designing, and Coding

## References Available on Request.