Marwah Mahbub Rahman

5 Massey Square, Toronto, ON M4C 5L6
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A dedicated student of **Software Engineering Technology**, specializing in **Artificial Intelligence**. Proficient in data analysis, visualization, modeling, and reporting, with experience with **C#, SQL**, and tools such as **Power BI** and **Excel**. Excellent communication and interpersonal skills, with over 2+ years of experience working in high-demand client service environments.

PROFESSIONAL SKILLS

- Solid understanding of machine learning concepts, data algorithms, and AI ethics
- Proven ability to consistently deliver results in fast-paced environments
- Knowledgeable of Agile practices and user-oriented design principles
- Possesses a detail-oriented and QA mindset, with skills in debugging and testing
- Knowledgeable of: SQL, C#, JavaScript, HTML, CSS, Java and Python
- Experience with tools: Microsoft Office, Microsoft Visio, Visual Studio Code, Trello

Key Skills

Web Development	Technical Documentation (SRS, SSD)	Web Development
Project Management Fundamentals	Backend and Frontend Programming	Statistics & Probability
Interface Design	Team Collaboration Tools	Machine Learning

EDUCATION

Software Engineering Technology - Artificial Intelligence (Co-op) Advanced Diploma

Centennial College, Toronto, ON   Sept. 2023 - Present

Courses:

C# Programming	Database Concepts (SQL)	AI Foundations
Web Interface Design	Java Programming	Ethics of AI
Linux/Unix OS	Testing & Quality Assurance	Web Application Development

SELECT PROJECTS

Web Design - E-commerce Website

- Developed a responsive website for a dessert business to sell baked goods using HTML, CSS, JavaScript
- Created contact form and responsive design for web browsers

Software Requirements Specification (SRS): *Smartfolio*

- Collaborated with a team to create a software requirements specification, a portfolio management system for generating personalized resumes and cover letters
- Developed use case diagrams, class diagrams, and activity diagram to represent system workflows and interactions

Calculator Web Application

- Designed and implemented a calculator application using C# and Windows Forms, providing both standard, scientific functionalities, and a dark mode toggle for enhanced user experience
- Implemented core arithmetic operations like addition, subtraction, multiplication, and division, along with advanced functions such as square root, reciprocal, sine, cosine, and Pi calculations

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OTHER EXPERIENCE

Admin & Finance Clerk   Nov. 2022 - Present
South Asian Women & Immigrants' Services, Toronto, ON

● Prepare monthly Excel client reports detailing the number of new and returning clients from the current cohort and previous years

● Update and maintain client profile data to ensure accuracy and up-to-date information

● Organize monthly follow-up call lists to track client progress and support needs

● Answer phone calls, schedule appointments, and provide clients with necessary support

● Manage receipts/invoices, keep detailed records of expenses, and track both incoming/outgoing funds

● Allocate expenses to relevant projects, manage project accounts, and ensure proper financial documentation for credit, cash, cheques, and bank transactions

● Prepare invoices and write cheques, ensuring that all financial transactions are accurately documented

● Assist with teaching computer classes on weekends, providing support to students in skills acquisition

● Guide and keeping track of summer students' work, providing support, and ensuring task completion

● Support troubleshooting and resolving technical issues, for smooth operations minimal disruptions.

COMMUNITY ENGAGEMENT

Programs Volunteer   Sept. 2022 - Oct. 2022
South Asian Women & Immigrants' Services, Toronto, ON

● Assisted with co-instruction of basic, advanced, and senior-level computer classes

● Demonstrated an ability to convey technical concepts in an easy to understand and clear manner

● Participated in community garden clean-up activities, fostering an inclusive environment