

# MATHURAH RAVIGULAN

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Dynamic student enrolled in the prestigious International Baccalaureate Programme. Active leader in several extracurricular activities. Mathurah is passionate about technology and STEM-related subjects, and enjoys programming and using technology in her spare time. A big picture collaborator who applies a detailed, analytical approach to bringing tangible results. Positive and friendly nature along with entrepreneurial thinking leads to success in public relations. Passionate about the student voice and the development of programs for youth. Mathurah has won numerous academic, character, and leadership awards. Thrives in high-paced environment that promotes creativity and innovation.

Core competencies include:

- Digital Communications
- Marketing/Outreach
- Public-Speaking
- Human Resources
- Leadership
- Project Management
- Web-Development (Javascript, HTML and CSS, Ruby, and WordPress)
- Information Technology
- Volunteer Engagements & CSR
- Teaching
- First Aid and CPR-C

## EDUCATION & PROFESSIONAL DEVELOPMENT

**Sir Wilfrid Laurier CI, International Baccalaureate Programme 2015-2019**

## EXPERIENCE

### WORK EXPERIENCE

#### RBC CONNECT

**August 2017**

*RBC Connect is a team collaboration software with tools for teams such as blogging, document sharing, status updates, event creation and more. It's available for all 80,000 employees at RBC. Teams can create site pages to update what their team is up to and give the chance for other employees to get involved in their initiatives.*

#### RBC Connect Intern

Responsible for developing an initiative to improve user-friendliness of Connect, answer help and support questions, and promote team collaboration. Using coding and graphic design to redesign RBC Connect's help site.

- Developed a contest to promote team collaboration and have over 30 teams participate from all over RBC
- Redesigned the RBC Community Managers help and support page with design thinking, front-end development, and ensuring the site is accessible and easy to use
- Recorded tip of the week videos

#### GIRLS E-MENTORSHIP

**Feb2017-Present**

*Girls E-Mentorship Innovation (GEM) is a charitable organization that offers an innovative 9-month mentorship program for female youth facing multiple barriers. Each year GEM matches a select group of high-achieving diverse young women in Toronto with successful professional women. Through one-on-one mentorship, seminars, and scholarships we help young women reach their full potential and emerge as leaders.*

#### Outreach Intern

Accountable for attending monthly meetings and weekly conference calls to discuss marketing plans. Help facilitate interviews and applications. Material distribution and aid in the creation of marketing collateral.

- Participated in GEMinars about career developing skills
- Wrote about experiences and share tips about networking, personal branding for GEM's blog
- Recruited over 40 girls to join the program

#### TORONTO POLICE SERVICE

*The Toronto Police Youth in Policing Program's goal is the bridge the gap between youth and police. Working with the community service department.*

## **Youth in Policing, Community Service Officers (41 Division) 2017**

**January 2017–April**

Responsible for informing youth about the Toronto Police Service at community events, creating slide show presentations and helping with the marketing and social media. Attends monthly training sessions.

- Created marketing collateral for events hosted by the 41 division
- Created PowerPoint presentations for schools about the Toronto Police Service

## **VOLUNTEER EXPERIENCE**

### **LADIES LEARNING CODE**

**2017-Present**

*Ladies Learning Code is a not-for-profit organization with the mission to be the leading resource for women and youth to become passionate builders - not just consumers - of technology by learning technical skills in a hands-on, social, and collaborative way.*

#### **Teens Learning Code Ambassador**

Accountable for encouraging and inspiring other teen girls to become passionate, creative, and resourceful builders and creators of technology. Attend and help facilitate bi-weekly workshops. Recruit new Teens Learning Code members. Develop new ideas and programs. Manage social media for Ladies Learning Code's Teen Club.

- Recruited 20 girls in Scarborough to join the program
- Facilitated workshops
- Contributed to the fun, friendly and positive learning environment

### **TDSB SUPERCOUNCIL LEARNING CENTRE 3**

**2016-Present**

*The TDSB Supercouncil is a student senate aiming to encourage positive change within the school board by projecting student voice. Spotlight is a talent show showcasing the area's abundance of young talent and donating all proceeds to a local grassroots charity.*

#### **Learning Centre 3 Spotlight Charity Concert Event Secretary**

Responsible for taking meeting minutes at bi-weekly meetings and assign tasks to committee members. Contribute ideas to plan the annual fundraising event.

- Recorded meeting minutes at executive meetings, and delegated tasks to Spotlight committee members
- Promoted the event through social media, and obtained sponsors
- Records are up to date and well-organized

### **STCK (JUNIOR ACHIEVEMENT COMPANY PROGRAM)**

**2016-Present**

*Stck is a youth led company created through the Junior Achievement Company Program and sponsored by SAP with 15 youth. We sell adhesive phone-cleaning stickers, and strive to erase the stigma of teen volunteerism in the community.*

#### **Chief Technology Officer**

Accountable for external and internal communication. Leading the technology department. Responsible for creating the company website. Establish a set of goals per department on their requirements for technology and the training required.

- Created a repository of information for company members to communicate (Google Drive, Slack, Drop Box)
- Created the company website
- Provided vision, strategy, and structure to the company to ensure a highly productive and reliable service offering

### **SCARBOROUGH CENTRE FOR HEALTHY COMMUNITIES**

**2015-Present**

Scarborough Centre for Healthy Communities (SCHC) aims for holistic health and the well-being of the community. The Mid-Scarborough Youth Leadership Committee develops programs for youth, promotes healthy living and plans community events

#### **Outreach Coordinator, Mid Scarborough Youth Leadership Committee**

Responsible for creating agenda for weekly meetings and purchasing snacks for committee members. Uses Photoshop to create promotional material for community events. Accountable for posting healthy living tips on Eglinton east Kennedy park network social media.

- Organized a community candle vigil in the community to honor the construction worker who passed away
- Handed out care kits and meals to 50 homeless people in Scarborough
- Planned a haunted house initiative for Halloween with over 100 kids in attendance

## **TORONTO PARKS AND RECREATION**

**2015**

*Toronto Parks and Recreation is a municipal community organization that develops programs for all citizens residing in the City of Toronto.*

### **Camp Volunteer**

- Volunteered at a summer camp with children aged 3-5 and volunteered over 200 hours
- Assisted camp counsellors by preparing crafts and entertaining campers

## **FAMILY TUTORING BUSINESS**

**2013-2015**

### **Tutor**

- Tutored 10 children 4-12 years old in math, science, English, French, and reading skills
- Founded a reading recovery program to help children with learning disabilities learn how to read
- Positively impacting 10 children today
- Helped students complete their homework and assignments grades 4-7

## **COMMUNITY INVOLVEMENT**

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### **DECA Chapter President**

Placed top 10 in the Principles of Business Management and Administration Category at the Ontario provincial competition. Market chapter events to the student body such as stock-market challenges, bake sales, fundraisers. Recruit and train new members for next year's competition.

### **Character Education**

**2015-Present**

Selected among 100 students out of 1300 Laurier students to attend the prestigious Character Education Camp due to exemplary leadership performance. Contribute to the positive nature at my school and plan character education events such as the Carnival, Candy-Grams, and Character-Fest. Plan events working in small groups.

### **The Laureate Newspaper Editor**

**2017**

Editor of Laurier's newspaper, The Laureate. Manage a team of writers, photographers, and club executives to communicate events to the student body.

## **ACHIEVEMENTS**

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### **SHAD Fellow –University of Waterloo (2017)**

For the month of July in 2017, I was selected as one of 600 of Canada's top high school students to attend the SHAD summer program. The SHAD alumni network includes 27 Rhodes Scholars, Top 40 under 40 & Top 20 Under 20 award recipients, and many other accomplished professionals, all sharing the transformation SHAD experience and able to leverage their SHAD network for life.

**Honor Roll (5 years in a row, 2012-2017)**

**Top 15 in DECA Ontario Provincials for Case-Study, Principles of Business Administration and Management (2017)**

**Academic Achievement Award (2015)**

**Principal's Award for student leadership (2015)**

