

# MEENAKSHI ANDOORVEEDU

m2andoor@uwaterloo.ca

647-966-1035

www.linkedin.com/in/meenakshiandoor

## SUMMARY OF QUALIFICATIONS

- Strong Microsoft Office skills, including Excel Spreadsheets – forms, pivot tables and Vlookups through executing student projects as Project Manager
- Ability to learn new concepts and technical skills quickly as demonstrated by learning Java in less than two months
- Incredible time management and organizational skills as exemplified through 600+ volunteer hours and obtaining a 96% in Grade 12
- Excellent problem-solving, leadership, and analytical skills as demonstrated by achieving 1<sup>st</sup> place in a Provincial Business Competition and qualified twice as a candidate for DECA's International Competition
- Exceptional teamwork skills shown by developing a decision support tool with a five-member team through Excel VBA
- Excellent oral and written communication skills through leading executive roles in various organizations

## EXPERIENCE

### **Project Manager, Decision Support System, Waterloo**

*Fall 2019*

- Developed a tool on Excel VBA with a 5-member team that effectively and efficiently reduced the planning involved with arranging meetings, designating roles based on skill and experience, communicating status updates and managing time-based activities on priorities

### **Analyzer and Observer, LRT/ION, Waterloo**

*Fall 2019*

- Conducted two observation periods, in consultation with Bombardier, to develop strategies, analyze and learn Excel VBA
- Systematically designed methods for recording observations, collected consistent and accurate data and analyzed statistics using Visual Basic to minimize the wait time for passengers

### **Information Officer, Provincial Election, Ontario**

*Summer 2018*

- Directed voters to their designated polling station by managing the flow of people in a controlled and professional manner by using strong verbal and communication skills to answer questions and provide assistance in a high-stress environment

### **Special Events Coordinator, Living Arts Centre, Ontario**

*Spring 2017*

- Project management experience in organization, planning and execution of large-scale activities
- Experience in team leadership and developed a work schedule based on student demand that coordinated and managed weekly progress

## EXTRACURRICULARS

- |   |                                   |
|---|-----------------------------------|
| • Student Ambassador, Waterloo Engineering Ambassadors                | <i>September 2019 – Present</i>   |
| • Industry 4.0, Design Team Organizer                                 | <i>September 2019 – Present</i>   |
| • Co-founder & President, Health Occupations Students of America Club | <i>September 2018 - June 2019</i> |
| • Former Vice-President, Business Analytics Team (DECA)               | <i>September 2018 – June 2019</i> |
| • Former Secretary, Student Activity Council                          | <i>September 2018 – June 2019</i> |

## ACHIEVEMENTS

- |  |                                    |
|--|------------------------------------|
| • Professional Engineers Ontario (PEO) Grand River Scholarship | <i>December 2019</i>               |
| • Peel Regional Police Diversity Scholarship                   | <i>August 2019</i>                 |
| • DECA Provincial Champion                                     | <i>January 2016 – January 2019</i> |

## EDUCATION

### **University of Waterloo**

Candidate for Bachelor of Applied Science in Management Engineering

**Waterloo, ON**

September 2019 – Present

- Relevant Courses: Management Engineering Concepts, Communication in the Engineering Profession, Introduction to Computer Programming, Work Design and Facilities Planning