

# (SAMPLE RESUME) MALAK KHALIFA

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## | PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.  
Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

## | PROFESSIONAL EXPERIENCE

### **Self-employed - Personal Coding Projects and Research**

Toronto • 12/2023 - 08/2024

- Self-motivated, with a strong sense of personal responsibility.
- Proven ability to learn quickly and adapt to new situations.
- Learned how to code personal projects using mainly C/C++, HTML, CSS, JavaScript as well as other programming languages.
- Identified issues, analyzed information, and provided solutions to problems.

### **University Of Toronto SM Team - UTSM Team Member**

University Of Toronto • 01/2023 - 06/2023

- Optimized workflows with proactive problem-solving and process improvements that streamlined day-to-day operations.
- Enhanced team efficiency by streamlining communication and implementing effective collaboration tools.
- Managed multiple projects simultaneously by prioritizing tasks effectively and adjusting workload as necessary to meet deadlines.
- Learned all required tasks quickly to maximize performance.
- Developed an understanding of ALTIUM application and CAD tools when designing types of equipment.

### **Skule External Relations Director - Skule External Relations Delegate**

Guelph • 01/2023 - 01/2023

- Chosen by the director of external relations to serve as a delegate on behalf of the University of Toronto.
- Forged ties with several engineering societies across Canada.
- Debates on mental health and sustainability helped me better comprehend current concerns.
- Conducted thorough research on relevant issues, providing accurate information to inform decision-making processes.

### **Model United Nations Club - Leadership Team Member**

02/2019 - 01/2022

## | EDUCATION

### **University of Toronto**

Toronto, ON

**Bachelor of Science:** Engineering

## | SKILLS

- Individual and small-group instruction
- Clear Instruction and Communication
- Academic Performance Improvement
- Tutoring and Student Assistance
- Professionalism
- Analytical Thinking
- Self Motivation
- Analytical and Critical Thinking
- Microsoft Office
- Mastered JS, CSS, HTML, C/C++, PostgreSQL, Git, Node JS as well as other programming languages.

- Elected Chair and Co-chair by the delegates of the club
- Was invited to attend SI MUN 2020 for Advisory and International Development Panel.
- Developed strong connections to other international schools and local institutions (Kuwait English Academy).
- Organized conferences and projects within the club

**Kuwait Consult - Intern**

Kuwait, Kuwait • 06/2021 - 08/2021

- Completed research, compiled data, updated spreadsheets and produced timely reports (Using Excel, Microsoft Word, and AutoCAD.)
- Worked on projects using high school knowledge gained in classes to put together recommendations for issues.
- Developed business, financial, and analytical skills needed for this club.
- Applying the theoretical aspect of mathematics and physics to real-world complex problems.
- Learned how to create charts/workflow.
- Managed social media accounts to boost company visibility, generating increased interest from prospective clients and customers.

**Islamic Presentation Committee (Kuwait) - Volunteer**

Kuwait, Kuwait • 04/2020 - 06/2020

- Supported engaging smooth-running events by helping with organization and planning.
- Volunteered with groups and organizations to help raise awareness of misdiagnosis.
- Coordinated food, clothing and household items for disadvantaged individuals and families.
- Planning and fundraising responsibilities with manager.
- Organized Marathon from Gulf Area to Kuwait Towers.
- Promoted environmental awareness with educational workshops and hands-on activities.