

MALAK KHALIFA

EDUCATION

University of Toronto, Toronto, ON
Bachelor of Science, Engineering

PROFESSIONAL SUMMARY

I believe that I have excellent communication skills and will be able to convey a brief and concise message. I work great in a collaborative environment and am willing to learn, knowing it will not be easy. I am passionate about technology and its integration in the real world, and especially applying theoretical aspect of problem solving into business and cooperation.

SKILLS

- Individual and Small Group Instruction
- Clear Instruction and Communication
- Academic Performance Improvement
- Tutoring and Student Assistance
- Analytical and Critical Thinking

PROFESSIONAL EXPERIENCE

PERSONAL CODING PROJECTS 12/2023 to 08/2024
Self-employed, Kuwait

- 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 C/C++, HTML, CSS, and JavaScript.
- Identified issues, analyzed information and provided solutions to problems.

UTSM TEAM MEMBER 01/2023 to 06/2023

University Of Toronto SM Team, University Of Toronto

- 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 DELEGATE 01/2023 to 01/2023

Skule External Relations Director, Guelph

- 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.

LEADERSHIP TEAM MEMBER 02/2019 to 01/2022

Model United Nations Club

- 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

INTERN 06/2021 to 08/2021

Kuwait Consult, Kuwait, Kuwait

- 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.

VOLUNTEER 04/2020 to 06/2020

Islamic Presentation Committee (Kuwait), Kuwait, Kuwait

- 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.