

Mohamed Elsaban

Ottawa ON K2C 1S5
(519) 400-0441
mohamedelsaban@cmail.carleton.ca

PROFESSIONAL EXPERIENCE

| Office Of Risk Management, Carleton University — *Risk Management Coordinator*

OCTOBER 2024 - PRESENT

Supported emergency management operations by conducting research, managing data, and promoting continuity plans. Enhanced preparedness through effective communication and administrative coordination.

| Second Wave Boutique, Kincardine ON — *Freelance Web Developer*

APRIL 2024 - JULY 2024

www.secondwaveboutique.com

Developed and launched a website, exceeding client expectations through effective communication and high-quality design.

EXTRACURRICULAR ACTIVITIES

| Carleton Astrophysics and Radio Club , Carleton University—*Command and Data Handling Team*

JANUARY 2024 - PRESENT

www.ca2rc.ca

Worked on CubeSat projects, enhancing project management and communication skills. Improved website functionality and contributed to team collaboration.

PROJECTS

| Guelph General Hospital Fundraising — *Chief Financial Officer*

Led a high school project that raised part of a \$20,000 goal for a local hospital. Organized fundraising events and managed team efforts before the project ended early due to the departure of the supervising teacher.

EDUCATION

| Carleton University, Ottawa ON — *Bachelor Of Computer Science*

Cybersecurity Stream, Expected Graduation in April 2028

SEPTEMBER 2023 - PRESENT

2023 -2024 President's Scholarship

SKILLS

Client service and support
Effective communication (written and verbal)
Data management and research
Problem-solving
Analytical thinking
Cultural awareness and sensitivity
Multilingual abilities
Proficient in MS Office

AWARDS

5th Place, National Egyptian Olympic Qualifiers - 2020

LANGUAGES

English (Fluent)

Arabic (Fluent)

German (Conversational)