

Rahma Mohammad

Toronto, ON

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SKILLS

- ❑ Goal-oriented and able to prioritize efficiently
- ❑ Self-motivated and able to work independently and as part of a team
- ❑ Knowledge of Tableau and Salesforce
- ❑ Knowledge of Python and R

WORK EXPERIENCE

Rotman School of Management, University of Toronto - Programs Assistant

October 2023 - PRESENT

- ❑ Supervised events happening at UofT's Victoria College by liaising with clients and attending to their needs
- ❑ Coordinated with maintenance, catering staff, security, and the technology department to ensure events run smooth
- ❑ Led a team in setting up equipment before events and tearing it down after events

JUMP Math - Administrative Assistant, Development (Summer Internship)

June 2022 - August 2022

- ❑ Identified, researched, and organized donor prospects using Salesforce
- ❑ Submitted proposals and created annual and interim reports for donors
- ❑ Assisted with donor stewardship by creating and mailing thank you letters
- ❑ Used Microsoft Office to maintain lists for campaigns

City Sightseeing Toronto - Office Administrator

June 2019 - October 2021

- ❑ Performed clerical duties by answering inquiries in a professional manner
- ❑ Recorded large amount of data using Microsoft Office
- ❑ Counted floats at end of the day to ensure financial transactions were recorded properly and calculations were accurate

Events Victoria - Event Supervisor & Shift Captain for Set-Up Crew

May 2022 - PRESENT

- ❑ Supervised events happening at UofT's Victoria College by liaising with clients and attending to their needs
- ❑ Coordinated with maintenance, catering staff, security, and the technology department to ensure events run smooth
- ❑ Led a team in setting up equipment before events and tearing it down after events

Parkside Student Residence - Community Assistant

January 2023 - August 2023

- ❑ Provided top-tier customer service while answering calls and emails, and submitting maintenance requests for students
- ❑ Conducted many in-person and virtual tours of residence for potential tenants
- ❑ Prepared nametags, signs, and booked equipment for events
- ❑ Ran meetings for Residence Life Coordinator

EDUCATION

University of Toronto - St George

September 2019 - PRESENT

- ❑ Currently enrolled for Bachelors of Science in Mathematics, Statistics, and Political Science, and a Business Fundamentals Certificate

References Available Upon Request