REEM RASHID

+1 (587) 974-3311 | reemsrashid8@gmail.com | linkedin.com/in/reemsrashid/ | github.com/rsrashid | reemrashid.com

Education

University of Alberta	*Sept. 2020 – Dec. 2025*
Bachelor of Science in Computer Science	

Certifications

Certificate in Innovation and Entrepreneurship | University of Alberta	*Expected Dec. 2025*
Kickstart 2023 Participant | Alberta Machine Intelligence Institute	*Aug. 2023*
Machine Learning Foundations 1 & 2 | Alberta Machine Intelligence Institute	*Sept. 2023*

Technical Skills

Languages: Python, C, SQL, JavaScript, HTML/CSS<, Java
Developer Tools: GitHub, VS Code, Visual Studio, SQLite, Microsoft Office, macOS, Android Studio
Libraries: pandas, NumPy, Matplotlib, pip, Pygame

Experience

Workers' Compensation Board – Alberta	*Jan. 2024 – Aug. 2025*
Cybersecurity and Asset Management & Compliance Summer Student	*May – Aug. 2025*

- Obtained SOC 2 reports and created a SOC 2 reference manual to support compliance initiatives.
- Reviewed Azure groups and applications to monitor status, usage, and access management.
- Reviewed access to shared folders and documented folder-level restrictions to strengthen security controls
- Updated WCB application audit and standard guidelines to align organizational requirements.
- Reviewed competitive bid logs to ensure accuracy and compliance with documentation standards.
- Updated AMC manuals and user guides by redacting PII and improving clarity of reference materials.

eBusiness Help Desk Analyst I (Co-op)	*Jan. – April 2024, Jan. – April 2025*

- Provided end-user support of eBusiness system (web and IVR systems) while promoting beneficial features of online services.
- Administered security – userID, password and access management and utilized a knowledgebase to efficiently troubleshoot and resolve issues, while documenting and tracking customer inquiries.
- Collaborated with Business Analysts to resolve issues such as login issues or Annual Returns forms not submitting.

Support Solutions Analyst Student, PCL Construction Inc.	*Sept. 2024*

- Resolved technology-related issues and collaborated with support teams to manage incidents effectively.
- Provided user training and created knowledge base videos, including a tutorial on bookmarking and shortcuts in Egnyte such as this tutorial.
- Maintained support procedures and communicated known errors to enhance user experience.

Student Technology Assistant, Kensington Dental Clinic	*May – Aug. 2022*

- Assisted in maintaining electronic patient records, scanning, and organizing digital files.
- Assisted the dental clinic staff in managing and maintaining technology systems and equipment.
- Collaborated with the IT team to identify and resolve technology-related issues.

Leadership

Lead/Co-President, Google Developers Student Club at the University of Alberta   *Sept. 2023 – April 2025*

- Assisted in organizing and overseeing projects and providing valuable learning experiences for members.
- Conducted interviews to identify and recruit qualified candidates for key roles, including Project Managers and Technical Leads, contributing to the growth and effectiveness of the team.
- Occasionally documented and distributed meeting minutes.

Projects

Social Media Web Development | Python, HTML, CSS, VS Code   *Jan. – April 2025*

- Collaborated with group members to develop a social media web application like Instagram.
- Implemented features such as a following system, post creation and visibility on user streams, and profile creation.
- Utilized VS Code, HTML, CSS, Python, and JavaScript to build and enhance the application.

Event Check-In App | Java, Android Studio   *Jan. – April 2024*

- Collaborated in a dynamic team environment to develop an Android app for event check-ins, leveraging Java and Android Studio.
- Designed and implemented key functionalities: attendee interfaces for event browsing and check-in, organizer dashboards for event creation and attendee tracking, and administrative oversight of both user interfaces.
- Employed agile development methodologies, contributing to continuous iteration of the product based on user feedback and testing.

Personal Portfolio Website | HTML, CSS   *May – June 2023*

- Developed a personal website portfolio using HTML and CSS to showcase my projects and skills.
- Implemented effective navigation and user-friendly layouts to enhance accessibility and engagement.
- Implemented responsive design techniques to ensure optimal viewing experience across various devices, including smaller screen sizes, such as smartphones and tablets.